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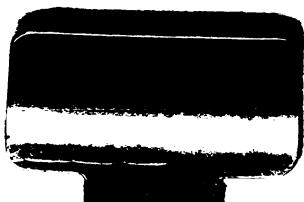
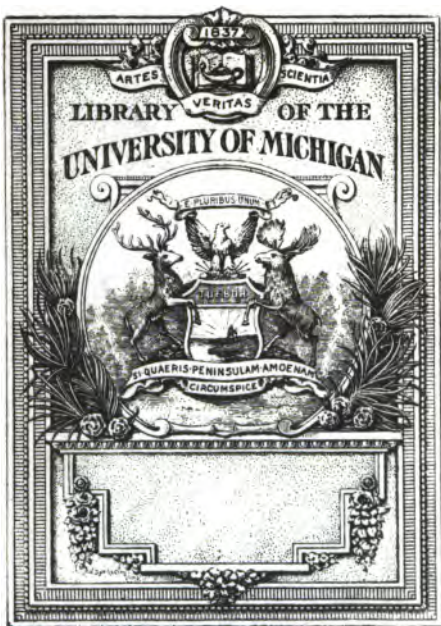
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**BRIEF COURSE IN  
ISAAC PITMAN SHORTHAND**





# BRIEF COURSE IN ISAAC PITMAN SHORTHAND

An Exposition of the Author's System  
of Phonography Arranged in

TWENTY-SEVEN LESSONS

*Isaac Pitman*

NEW YORK  
ISAAC PITMAN & SONS, THE PHONOGRAPHIC DEPOT  
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AND AT LONDON, BATH, AND MELBOURNE

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## PREFACE

**T**HE "Brief Course" has been planned to meet the demands of the evening school student and teacher of shorthand. The former presents many interesting and difficult problems. First: he is of a studious and ambitious turn of mind. Secondly: he seeks the subject for some special reason. Thirdly: this incentive keeps him buoyed up to the highest pitch of endeavor. Fourthly: unless he notes progress, however slight, at each session, he soon loses interest in the subject and drops it altogether. Lastly: he presents to the instructor the most difficult of teaching problems, since, in a great majority of instances, he comes to school unprepared for the evening's work. Coming from a day's labor permitting of very little or no preparation, he brings to his nightly studies a mind by no means the most impressionable or pliant. It requires a teacher of keen sympathy and considerable magnetism to vitalize the evening's task, to crystallize it into such form that even the tired mind may become energized sufficiently to cull the maximum of profit from the combined efforts of teacher and student.

To enable the instructor and pupil to attain this desideratum, the following features of the "Brief Course" have been introduced:

1. In several instances, explanations of principles have been amplified, and, it is hoped, simplified.
2. The exercises illustrative of each principle have been considerably shortened. This will permit of a more intensive study of the principle under discussion. For further

practice or dictation matter the "Shorthand Writing Exercises and Examination Tests" is indispensable.

3. A number of topics, such as Upward and Downward L and R, Prefixes, Suffixes, Figures, etc., are introduced as early in the work as was thought to be compatible with the pupil's knowledge of the subject. One prefix and one suffix are studied with the Halving Principle; another prefix and another suffix are studied with the next topic. This is continued until all have been taken up. Thus, not only are the principles learned more rapidly, but a wider choice of dictation matter is insured.

4. Shorthand reading exercises and business letters in longhand are introduced as a stepping-stone to the development of speed. In this connection the use of "Practice Letters for Beginners in Shorthand" will prove highly useful.

A rapid mastery of the principles of the Isaac Pitman system of Phonography without any sacrifice of thoroughness is the aim of this work. Though intended primarily for use in the evening schools where such exacting conditions exist, it is sincerely hoped that other classes of students will find their inspiration to successful attainment in this "Brief Course."

The publishers desire to express their appreciation for the new features and devices and all deviations from the original "Course" in subject matter and exercises, to Mr. Arthur M. Sugarman, Chairman of the Department of Stenography and Typewriting at the Bay Ridge High School, New York.

# CONTENTS

LESSON	Page
1. Consonants and Second-Place Long Vowels .	1
2. Consonants and First-Place Long Vowels .	6
3. Consonants and Third-Place Long Vowels .	9
4. Short Vowels . . . . .	14
5. Diphthongs and Phraseograms . . . . .	16
6. Circle <i>S</i> and <i>Z</i> . . . . .	20
7. Loops <i>ST</i> and <i>STR</i> . . . . .	25
8. Circles <i>SW</i> and <i>SS</i> , Circle <i>S</i> and Stroke <i>S</i> . .	28
9. Initial Hooks to Straight Strokes and Curves	34
10. Circles and Loops prefixed to Initial Hooks .	43
11. <i>N</i> and <i>F</i> Hooks . . . . .	47
12. Circles and Loops added to Final Hooks . .	51
13. <i>Shun</i> Hook . . . . .	55
14. <i>Shun</i> Hook (concluded) . . . . .	59
15. Compound Consonants . . . . .	63
16. Tick and Dot <i>H</i> . . . . .	68
17. Review of Upward and Downward <i>L</i> and <i>R</i> .	72
18. The Halving Principle . . . . .	77
19. The Halving Principle (concluded) . . . . .	81
20. The Doubling Principle . . . . .	86
21. Vocalization of the <i>PL</i> and <i>PR</i> series . . . .	91

# CONTENTS

LESSON	<i>Page</i>
22. Diphonic or Two-Vowel Signs . . . . .	96
23. <i>W</i> and <i>Y</i> Diphthongs . . . . .	100
24. Prefixes and Suffixes Reviewed . . . . .	104
25. Omission of Consonants and Figures . . . . .	110
26. Compound Words and Intersections . . . . .	114
27. Distinguishing Vowels, Distinguishing Out- lines . . . . .	120
Business Correspondence in Shorthand . . . . .	128
Additional Exercises . . . . .	137
The Grammalogs and Contractions . . . . .	149
Grammalogs alphabetically arranged . . . . .	155
Contracted Words alphabetically arranged . . . . .	158
Phraseograms . . . . .	163
Fifty Principal Cities arranged according to Population . . . . .	167
Contractions for Names of States and Terri- tories . . . . .	168
Phonographic Alphabet . . . . .	169
Table of Single and Double Consonants . . . . .	170
Index . . . . .	171

# BRIEF COURSE IN ISAAC PITMAN SHORTHAND

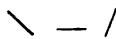

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## LESSON 1.

### CONSONANTS AND SECOND-PLACE LONG VOWELS.

1. In writing the Isaac Pitman shorthand the student will *always* bear in mind that he is writing *Sounds*. Thus, in the word *Bomb* the final *b* is not sounded, therefore it would not be represented by any shorthand sign. Likewise, in the following words, there are many *silent letters* which would not require any representation; select the silent letters in *thoroughly*, *bought*, *tight*, *knight*, *bureau*. Thus, in the word *bought* we hear the sounds, *b*, *u*, *t*, three all told. Analyze each of the other words in the same way. Suggest as many words as you can think of rapidly, which contain letters that would not require any shorthand sign.

2. All sounds in spoken language are divided into *two classes*: Consonants and Vowels. The same is true in shorthand. Consonant-sounds are represented by *straight lines* and *curved lines*, and vowel sounds by *dots* and *dashes*.



Straight lines.      Curved lines.  
. Dot.      - Dash.



3. A straight line may be written *vertically* | *horizontally* — slanting towards the *right* \ slanting towards the *left* /. These four strokes written lightly represent four consonant-sounds. Write these same strokes a little heavier and they represent four *other* consonant-sounds. The *horizontal* strokes are written from *left to right*. The other strokes are *always* written *downward*.

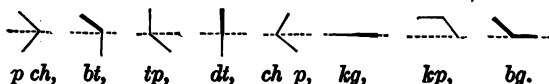
The following table explains these eight signs.

<i>Letter.</i>	<i>Character.</i>	<i>Name.</i>	<i>As in</i>
P	\	pee	rope, past, pay
B	\	bee	robe, boast, bay
T		tee	fate, tip, oat
D		dee	fade, dip, ode
CH	/	chay	etch, chest, choke
J	/	jay	edge, jest, joke
K	—	kay	leek, Kate, pick
G	—	gay	league, gate, pig

4. Write several lines of each character naming it as you write it and thinking of the sound it represents. The vertical and slanting strokes should be written with the ends resting on the line. Continual practice should be the rule, for only in this way will facility in the use of shorthand be gained. Study each new point until it is thoroughly understood.

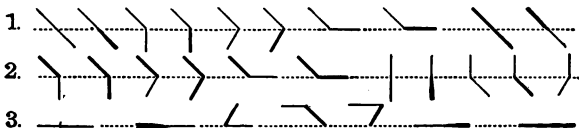
5. Many words contain *two* or *more* consonants. When indicating them in shorthand the *second*

stroke is *begun where the first ends, the third where the second ends*, etc. Do not lift the pencil from the paper; thus



### Exercise 1.

*Read, copy, and transcribe.*

















### Exercise 2.

*Write in shorthand the consonant-sounds heard in the following words:*

1. Cawed, bake, baked, dogged, tapioca, judge, book.
2. Debt, chapped, gauge, cocoa, page, dodge.
3. Body, package, coach, check, babe.

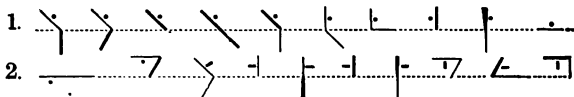
6. All strokes are said to have *three places*; *beginning, middle, end*; *first, second, and third-place*. All vowel-sounds are represented by writing *dots or dashes* in these places. As in the case of the consonant-strokes, by making these dots or dashes *light or heavy*, *different* vowel-sounds are indicated.

7. A *heavy dot* in the *second-place* adds the sound of *ā*, as heard in the word *pay*; a *short heavy dash* in the *second-place* adds the sound of *ō*, as heard in the word *toe*; thus  *pay*,  *toe*. The dash should be written at right angles to the stroke. If the vowel-sign is written at the *left-hand side* of the *down-strokes*, or *above the horizontal strokes*, it is read *before*

the stroke; thus  *ape*,  *oat*,  *age*,  *oak*. If the vowel-sign is written at the *right-hand side* of the *downstrokes*, or *below the horizontal strokes*, it is read *after* the stroke; thus  *bay*,  *toe*,  *jay*,  *go*. Write a line of each consonant as follows:  *ape*,  *pay*,  *ope*,  *Poe*.

### Exercise 3.

*Read, copy, and transcribe.*



8. Remember that *all the strokes* in a word are written *first*, then *insert all the vowel-signs*, in the order in which the vowel-sounds are heard.

9. Shorthand outlines are written in one of three positions, *first, above the line; second, on the line; third, through the line*. The vowel in a word, or if there is more than one vowel, the *stressed or emphasized vowel*, indicates the *position* to be occupied by the outline for the word. If the vowel-sound is a *first-place* vowel the outline will occupy the *first position*; if a *second-place*, the *second position*; and if a *third-place*, the *third position*. Note that every outline in Exercise 3 is written in the *second position*. Where there is but one stroke that stroke rests *on the line*. Where there is more than one stroke, the *first downstroke governs the position* of the outline. The student will observe in Exercise 3 that in each case the first downstroke rests on the line to indicate the second position, because, in each case, the vowel is a second-place vowel.

10. All second-place vowels occurring between two strokes are always written after the first stroke in the second-place.

11. In shorthand, a small cross ( × ) is used for a period; the sign  $\leftarrow$  is employed to express a dash; and other punctuation marks are written as usual. Two short lines drawn underneath an outline indicate an initial capital; as  $\text{Job Cope}$ .

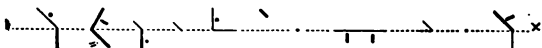
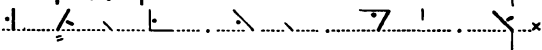
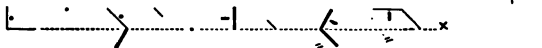
12. Words of frequent occurrence are expressed in shorthand by one of their letters. A word thus abbreviated is called a *grammalog*; the letter which is used to represent the whole word is called a *logogram*. The student should learn the grammaloges as thoroughly as possible, because a knowledge of them is necessary in fast writing. Throughout the exercises in this book the grammaloges and contractions are printed in *italic*.

## GRAMMALOGS.

..... a or an, . the, ..... all, \ too or two, ..... of,  
 \ to, ..... owe or Oh! | he, ..... on, | but.

## Exercise 4.

*Read, copy, and transcribe.*

1. 
2. 
3. 

## Exercise 5.

*Write in Shorthand.*

1. He paid Joe Cope to take the boat.
2. Take the cocoa to the page on the boat.
3. Take the page to the oak.
4. He towed the boat to the oak to-day.

## LESSON 2.

### CONSONANTS AND FIRST-PLACE LONG VOWELS.

13. In the following diagrams the circles are divided into four parts. Each curved stroke is employed to represent a consonant-sound.



The *two lower* in the *first* and the *two side curves* in the *second* will now be studied. They are written *light* and *heavy* as in the case of the straight strokes, and *until otherwise indicated are always written downward*.

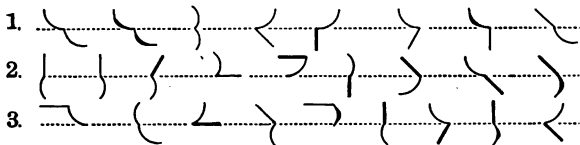
Letter.	Character.	Name.	As in
F	⤿	ef	safe, fat, leaf
V	⤿	vee	save, vat, leave
TH	(	ith	wreath, thigh, bath
TH	(	thee	wreath <del>e</del> , th <del>y</del> , bath <del>e</del>
S	)	ess	ice, sigh, lace
Z	)	zee	ooze, Zion, lazy
SH	⤿	ish	ash, she, lash
ZH	⤿	zhee	measure, treasure, usual

Write several lines of each.

14. Whatever has been stated about the straight strokes with regard to the three places and the three positions in the preceding paragraphs, is also true of these strokes. Note in the following exercise how clearly the *angle* between these strokes is indicated.

### Exercise 6.

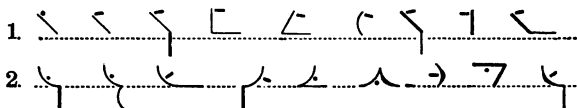
*Read, copy, and transcribe.*



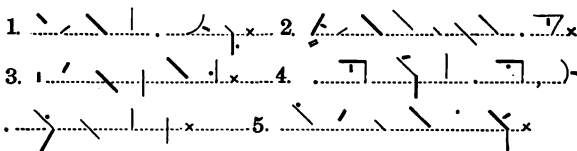
15. The stroke *sh* is usually written downward, but when it immediately precedes  $\backslash$ ,  $\swarrow$ ,  $($ ,  $($  or  $($  ( $l$ ), or immediately follows  $\backslash$ ,  $\swarrow$ , or  $|$  it will be found more convenient to write it upward. Write a line of each of these combinations employing first the downward *sh* and then the upward *sh*, and note in each instance, how much more easily the outline is written, when the upward *sh* is used.

16. (a) A heavy dot in the first-place adds the sound of *ah*, as heard in the word *palm*; a short heavy dash in the first-place adds the sound of *aw*, as heard in the word *bought*. (Read paragraph 9 carefully.) To indicate the first position, keep the stroke above the line; if there is more than one stroke see that the first downstroke is kept above the line.

(b) All first-place vowels occurring between two strokes are always written after the first stroke in the first-place.

**Exercise 7.***Read, copy, and transcribe.***GRAMMALOGS.**

*awe* or *ought*, *who*, *and* (up), *should* (up),  
*happy*, *up*, *put*, *by*, *bye*, *buy*, *be*,  
*to be*, *at*, *it*, *out*.

**Exercise 8.***Read, copy, and transcribe.***Exercise 9.***Write in shorthand.*

1. Job, take the boat and put it up by the gate.
2. Pa paid the page to-day, so he should be happy.
3. They say Job Bate put all the folk on the boat and towed it to the bay.

### LESSON 3.

#### CONSONANTS TO THIRD-PLACE LONG VOWELS.

The remainder of the consonant strokes are noted in the following diagram:

<i>Letter.</i>	<i>Character.</i>	<i>Name.</i>	<i>As in</i>
M	⌒	em	seem, met, chime
N	⌒	en	seen, net, China
NG	⌒	ing	long, sing, fang
L	⌒	el	tall, life, meal
R	⌒	ar	army, arose, bore
R	/	ray	rate, rogue, right
W	✓	way	wade, aware, weep
Y	✓	yay	Yale, yoke, yore
H	⌒	hay	hope, adhere, hurry
H	9	hay	high, hew, hook

17. All the above are light strokes except ⌒. The student will observe that the signs ⌒, ⌒, ⌒, ( , ) , are the remainder of the curved strokes



as noted in the diagrams in paragraph 13. It will be seen in a later lesson that  $\frown$ ,  $\smile$ ,  $\smile$ , are also written heavier to indicate additional consonant-sounds. The horizontal strokes  $\frown$ ,  $\smile$ ,  $\smile$ , are written from left to right;  $\smile$ ,  $\smile$ ,  $\smile$ ,  $\smile$ , and  $\smile$ , are written upward; and  $\smile$  and  $\smile$  are written downward.

### Exercise 10.

Write two or three lines of each stroke, naming each as it is written. Indicate the *three places* in each.

18. These strokes are joined to one another and to other strokes in the manner already explained in paragraph 5.

### Exercise 11.





*Write in Shorthand.*








1. Palm, bale, watch, yoke, loam.
2. Calm, locate, laying, range, knave.





19. *Ray*  $\smile$  and *chay*  $\smile$  though looking very much alike are easily distinguished. When standing alone the slant of the stroke will determine which it is, for *ray* slants but slightly from the line on which it is begun. When written with other strokes the direction of the stroke will determine which it is, "*ray*" being the upstroke and "*chay*" the downstroke.

20. The consonants R and H are each provided with two forms, an upstroke and a downstroke. This is for convenience of joining to other strokes, and also for the purpose of vowel indication in writing. The rules governing the use of these forms will be fully

explained in a later lesson, but, meanwhile, the following brief statement will be useful:

(a) The *upward* form of *h* is used, *except* when *h* stands alone, and in the compounds of such words, or is followed by — or — ; as  *hay*,  *haystack*,  *hawk*,  *Hague*.

(b) At the beginning of a word if *r* is preceded by a vowel-sound, the *downward* form is used; if no vowel sound precedes the *upward* form is used; as  *arm*,  *ark*,  *ore*, but  *ray*,  *rate*,  *rogue*. Before *m*, however, always use the *downward* form; as  *room*.

(c) At the end of a word if *r* is the last sound heard use the *downward* form; if a sounded vowel follows *r* then use the *upward* form; as  *fair*,  *Pharaoh*,  *ore*,  *row*.

























### Exercise 12.

In the following words write only the stroke outlines suggesting in each case the rule to be observed in the choice of the upward or downward forms of *r* and *h*.

1. Hack, hope, high, higher, rope, early, wreck.
2. Fear, fury, Hague, furrow, bear, Armada, room.

### Exercise 13.

*Read, copy, and transcribe.*

1.        
2.        
3.        

## Exercise 14.

*Write in Shorthand.*

1. May they all take a share at the game?
2. Put up a loaf; be out by four; and take the coach at the gate.
3. They should all be out by four.

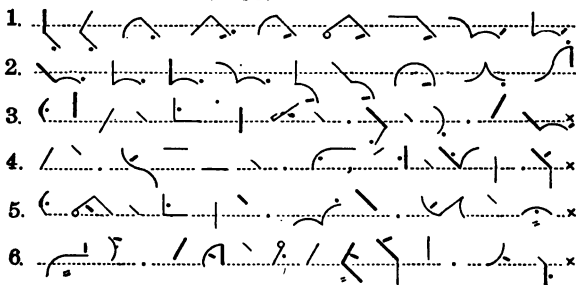
21. (a) A heavy dot in the third-place adds the sound *ē*, as heard in *tea*; and a short heavy dash in the third-place adds the sound of *ōō*, as heard in *do*. Words containing a third-place vowel-sound as the only or the principal vowel-sound must be written in the third position. Horizontal strokes are written on the line for second and third positions, when written alone or joined to another horizontal. If a horizontal is immediately followed by an upstroke, begin the horizontal a little below the line, to indicate the third position. In other instances the first downstroke determines the position and must be written slightly through the line; thus — key, — cool; — peach, — rue, — keep, — eve.

(b) All third-place vowel-signs occurring between two strokes are always written before the second stroke in the third-place.

(c) Construct a dozen outlines containing these third-place vowel-sounds and write a line of each one.

## GRAMMALOGS.

— had, | do, —| different or difference, —/ much,  
/ which, —/ each, —/ large, — can, — come,  
— go or ago, — give or given.







**Exercise 15.***Read, copy, and transcribe.***Exercise 16.***Write in Shorthand.*













1. Which way should they go to reach the pool?
2. He may go by the coach, and take the boat at the pier.
3. They had to go a different way at sea.
4. They fear they may be out of the way.

## LESSON 4.

### SHORT VOWELS.

















**22.** (a) A light dot in the first, second, or third-place represents respectively the short vowel-sounds *ä* as in *thät*, *ë* as in *pën*, and *ɪ* as in *ɪs*. A short light dash in the first, second, or third-place represents respectively the short vowel-sounds *ö* as in *nöt*, *ü* as in *müch*, and *öö* as in *gödd*. The words given as illustrations form a sentence that is easily remembered: "That pen is not much good." All that has been stated with regard to the long vowel-sounds is also true for these short vowel-sounds.

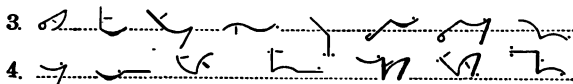
(b) Note that the rules for writing these vowel-signs when they occur between two strokes, are the same as those for the long vowels as indicated in the following examples,  *bät*,  *bët*,  *bɪt*,  *lök*,  *lück*,  *lökk*. Read again paragraphs 10, 16 (b), and 21 (b).

(c) The rules for the position of outlines of words containing short vowel-sounds are exactly the same as those governing the position of words containing long vowel-sounds; as  *palm*,  *pack*;  *bake*,  *beck*;  *deem*,  *dim*;  *wrought*,  *rot*;  *coal*,  *cull*;  *pool*,  *pull*.

### Exercise 17.

Read, copy, and transcribe.

1.        
2.        

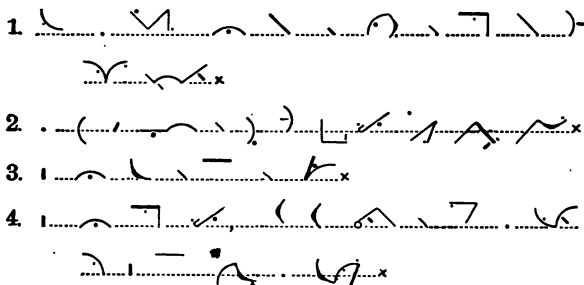


GRAMMALOGS.

half, if, have, thank-ed, think,  
youth, though, them or they.

**Exercise 18.**

*Read, copy, and transcribe.*







**Exercise 19.**





*Write in Shorthand.*








1. *They think they may have to go to the bank and cash a check to pay the youth the money.*
2. *Though they go out on the tenth, they may come back by an early mail.*
3. *They think the lad may have to go to Canada in a month.*
4. *Half the party came to give a vote each to Adam Bailey.*

## LESSON 5.

### DIPHTHONGS AND PHRASEOGRAMS.



















23. The diphthongs *i* and *oi*, as heard in *bite* and *boil*, are indicated as follows:  *tile*,  *mile*,  *coil*,  *decoy*. These signs are always written in the first vowel-place, hence all words in which these are the only or the principal vowel-sounds must be written in the first position. Write in shorthand a line of each of the following words: fire, timely, pipe, lime, likely, chiming, enjoy, boyish, envoy, coy, boiling, toiler.

24. The diphthongs *ow* and *u*, as heard in *cow* and *new*, are expressed as follows:  *rout*,  *allowed*,  *cube*,  *rebuke*. These signs are always written in the third vowel-place, hence all words in which these are the only or the principal vowel-sounds must be written in the third position. Write in shorthand a line of each of the following words: bough, shower, loudly, dowry, reviewing, duke, duly, fury, tulip.

25. A small tick, upward or downward, attached to a diphthong-sign expresses any short vowel; thus  *diary*,  *dial*,  *piety*,  *loyalty*,  *vowel*,  *manual*,  *riot*. The sign representing a diphthong and vowel is called a *triphone*.

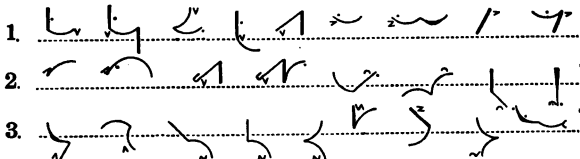
Write a line of each illustration. Suggest half-a-dozen examples in which the *triphone* is employed and write a line of each.

26. Whenever convenient the diphthongs *i* and

*ow* may be joined at the beginning or end of an outline; as  *item*,  *ice*,  *nigh*,  *owl*,  *bough*. *Oi* may be joined at the beginning only; as  *oil*. *U* may be joined at the end only; as  *due*,  *argue*,  *renew*,  *mew*,  *cue*,  *value*. Note that the usual direction of *U* is changed when joined to the strokes , , ,  and  (up). In the word *now*  only the last stroke of the diphthong *ow* is joined to the *n* stroke. Write a line of each of the illustrations given in this paragraph.






### Exercise 20.

*Read, copy, and transcribe.*



*Write in Shorthand.*









4. *The lively dealer took a widely different view of the affair to-day.*
5. *They assume a large share of the duty; but they have no right to it, and they may have to give it up.*
6. *Pursue a life of purity, and so rebuke them.*
7. *If they take refuge on the boat, they can defy the power of the enemy to take them or to move them away.*
















27. *Final l* is written downward after  and ; thus  *nail*,  *only*,  *wrongly*. Suggest half-a-dozen other words and write several lines of each.



## GRAMMALOGS.

v I or eye, ^ how, ^ why, ^ ay (yes),  
^ beyond, ^ you, ^ with, ^ when, ^ what,  
^ would.

28. A group of words may be represented by joining their outlines without lifting the pen from the paper. The resulting outline is called a *Phraseogram*. The first word-form of a phraseogram must be written in its usual position; the other word-forms may or may not occupy their proper positions; thus in  *you can be*, it will be noticed that *you* is written in its proper position on the line, whereas *can* and *be* are not written in the positions they usually occupy. Thus  *what may be*,  *I think*  *you should*,  *it would be*,  *if he can*,  *why have you*,  *when they*. Write several lines of each phraseogram. Construct similar phraseograms.

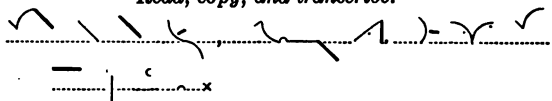
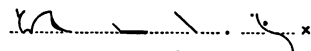
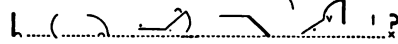
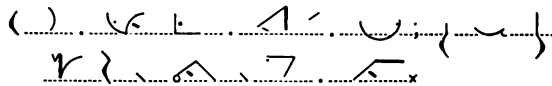
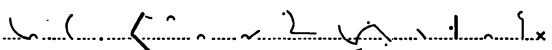
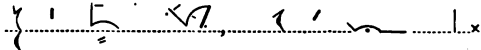
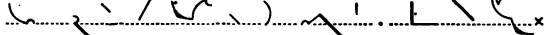
29. In phraseograms beginning with a first-position sign, that sign may be written so that the following word-sign shall take its proper position; thus, ... *I see*, ... *with much*, ... *I thank you*, ... *I think*, ... *why do you*. When joined to , , or , the sign  may be shortened to ; thus  (*I'm* = *I am*),  (*I'll* = *I will*),  *I can*. The vowel should be inserted in the phraseogram  to *go*. Note that  is used in phrasing for the word *will*. Write several lines of the phraseograms for each of the following phrases: *I-will*, *I-may-be*, *you-will-be*, *if-you-should-be*, *why-have-you*, *what-do-you*.

## GRAMMALOGS.

) saw, ) so or us, ) see, sea, ) was, ) whose,  
 ) shall, ) wish, ) usual-ly.

**Exercise 21.**

*Read, copy, and transcribe.*

1. 
2. 
3. 
4. 
5. 
6. 
7. 

**Exercise 22.**


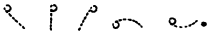
The phrases in this and the following exercises are indicated by the hyphen.

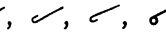


















*Write in Shorthand.*

1. *I-think-you-should wire them, if-you think you-can-do what they ask you to-do.*
2. *I-think I-may guarantee the tube to be all-they say.*
3. *What difference can-it make to-you if I-have to-go out by-the tenth?*
4. *I-see-you know two of-them.*
5. *I-shall-be happy to-have-you do-so if-you-can manage it.*
6. *If-you-like to-give them a copy, they-may-be happy to read it.*

## LESSON 6.

### CIRCLE S AND Z.

**30.** The sounds of *s* and *z* are two of the most frequently occurring sounds in the language, and it is, therefore, necessary that they should be provided with very easily written signs. These sounds, besides being expressed by the signs *)* and *)*, are also represented by a *small circle*, easily written and joining readily with other strokes. When standing alone, or joined to straight strokes at the beginning or end, the circle is written in the direction opposite to that in which the hands of a clock move round; thus . Notice that at the beginning the stroke closes up the circle . Do not make a complete circle before writing the stroke.

**31.** This circle may be written at the beginning of a stroke (*initially*), at the end of a stroke (*finally*), or between two strokes (*medially*). When joined to single strokes the circle is written on the *right-hand* side of *straight downstrokes*, on the *upper* side of the *horizontals* — and —, and the *straight upstrokes* , and *inside* of curves. It is obvious that the circle may not be written *initially* with the strokes  thus,  *sp*,  *ps*,  *st*,  *sds*,  *schs*,  *ks*,  *sgs*,  *sr*,  *rs*,  *ws*,  *hs*,  *ys*,  *sf*,  *svs*,  *sm*,  *sns*,  *srs*. Write a line of each of the strokes employing the circle *initially* (excepting as noted above), and *finally*, con-

structing words that would be represented by those outlines.

**32.** When used *medially*, circle s must be written as follows:

(a) Between two straight strokes forming an angle, *outside the angle*; thus tsk, chsp, gsr, rsk, kst, bsch.

(b) Between two straight strokes *not* forming an angle, *on the usual side of such stroke*; thus psp, tst, ksk, wsr, rsr.










(c) Between two curved strokes, generally *inside the first curve*; thus fsf, msm, ssr, msr, nsn, lsl, msv; but inside the second curve rather than an awkward joining; thus noisome, facility.

(d) Between a curved and a straight stroke, *inside the curve*; thus nsk, psv, ksn, chsn. Construct several combinations for each rule stated and write a line of each combination.

**33.** Initially, the circle may have the sound of s *only*; hence words beginning with the sound z must be represented by the stroke; as zeal, zero. *Medially* or *finally* the circle may have the sound of s or z, as racer or raiser; pays.

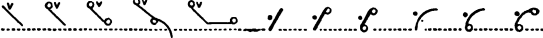
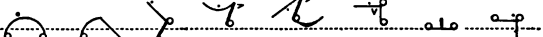
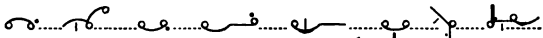
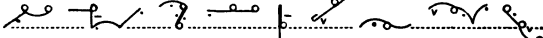
**34.** The circle s is always read *first* at the *beginning* of a stroke, and *last* at the *end* of a stroke; thus eat, seat, seats; tow, stow, stows; eke, seek, seeks; oar, soar, soars; suppose, cities, series. Note that the vowel-sign in each outline is read with the stroke and not with the circle. Take the word *suppose*: the first sound is s; then








the sounds *u*, *p*, *o* are read, and lastly another *s* or *z*. Analyze in the same manner every other illustration given in these paragraphs.













35. Since vowel-sounds are never read with the circle, in words beginning with the sound of *s* preceded by a vowel-sound, or ending in *s* or *z* followed by a vowel-sound, the strokes ) or ) must be employed. Thus  ask,  assume,  asp,  lazy,  fussy, as compared with  sack,  sap,  laze,  fuss.

### Exercise 23.

Read, copy, and transcribe.

1. 
2. 
3. 
4. 

36. Before *sn*, *sng*, and *sv*, *l* is written downward; as  lessen,  loosen,  losing,  elusive. After a curve and circle *l* follows the direction of the circle; as  vessel,  muscle,  cancel.

37. The word *the*, which is represented by a light dot on the line, is also expressed by a light slanting tick, joined to the preceding character, and written either upward or downward, in the direction which will give the sharper angle; thus  of the,  to the,  and the,  should the,  I think the,  I have the,  with the,  when the,  he is the,  it is the,  is the,  as the or has the. The first stroke

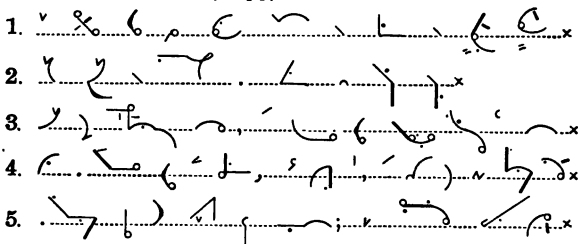
of      on the must be written slanting, in order that it may not clash with      I. The tick *the* can never be used at the *beginning* of an outline. Write several lines of each of the illustrations given.

## GRAMMAGOGS.

     as or has, o is or his,      because,      itself,  
     those, ( this,      these or thus,      myself,  
     himself,      me or my,      him or may,      are,  
     our or hour,      we.

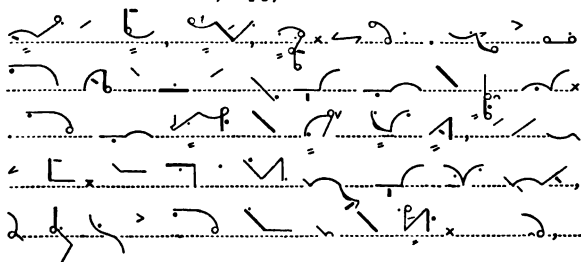
## Exercise 24.

*Read, copy, and transcribe.*



## Exercise 25.

*Read, copy, and transcribe.*



**Exercise 26.**

*Write in Shorthand.*












1. Sky, scares, spades, signs, designs, dies.
2. Chosen, visits, masks, resumes, desires, pacifies.
3. Tuesday, Wednesday, deceit, tacit, nonsense.
4. Sirs:








*We are in receipt of-yours of-May 4, advising us of-the despatch of-the six dozen silk parasols, and-we hope to-receive these in a few days' time. Our customers are feeling some annoyance at-the delay and-we fear we-are losing business. If-you-are-now ready with the new season's designs in ladies' capes and costumes, we should like to see them.*

Yours,

## LESSON 7.

### LOOPS *ST* AND *STR*.













38. A *small loop*, half the length of the stroke to which it is attached, represents *st*; thus  *ache*,  *stake*,  *stale*,  *store*,  *stout*. When written at the *beginning* of a stroke the loop represents *st only*; but when written at the *end* of a stroke it represents *either st or zd*; thus  *coast*,  *accused*,  *mist*,  *amused*. The loop may also be used *medially*, when convenient; thus  *justify*,  *toasting*.







39. A *large loop*, two-thirds the length of the stroke to which it is attached, represents *str*; thus  *poster*,  *luster*. The *str* (*ster*) loop must *not* be written at the *beginning* of a word; but it may be employed *medially*, as in  *masterpiece*. The circle *s* may be added to the loops; thus  *coasts*,  *masts*,  *posters*,  *lusters*.

40. The loops *st* (*stee*) and *str* (*ster*) follow the *same rule* of writing as the *circle s*; that is, they are written with a *backward motion* (in the *opposite* direction to that taken by the hands of a clock) when attached to *straight strokes*, and *inside curves*. The loops also follow the *same rule* of reading as the *circle s*; so that the loop *st* is always read *first* at the *beginning* of an outline, and *last* at the *end* of an outline; while the loop *str* (which is never used initially) is always read *last* at the *end* of an outline.

41. The following examples will show the similarity between the rules for circle *s* and for the loops *st* and











































str; thus  pass,  past,  pastor,  pastors;  
 soup,  stoop;  seal,  steal;  mass,  
 mast,  master,  masters.











42. The vowel *aw* may be joined initially to upward *l* as  awl,  also; and the logogram  *aw* (all) may be joined in compound words like  almost,  already,  all-wise.

### Exercise 27.

Read, copy, and transcribe.































1.          
2.          
3.          
4.          

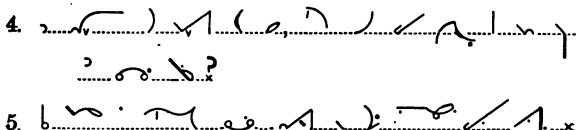
### GRAMMALOGS.

 first,  most,  must,  influence,  in-  
 fluenced,  next,  in or any,  no or know,  
 own,  suggest-ed.

### Exercise 28.

Read, copy, and transcribe.

1.          
2.          
3.          



### Exercise 29.

*Write in Shorthand.*

1. Stab, steal, sting, stop, stoop, star, stark, stale.
2. Reposed, dismissed, fastest, advised, revised.
3. Chester, Manchester, musters, ministers.
4. Sir: *The names of-the vessels are-the "Star" and-the "Chester." The "Chester" sails on-Wednesday next, the first of July. She has usually a heavy cargo on-the passage out. If-you-will-be influenced by our advice, you-will book a passage by-this vessel to-day. The rest-of-the business can-be discussed when you come to-the office.*

Yours,

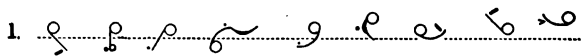
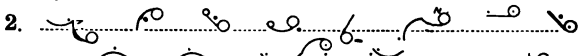
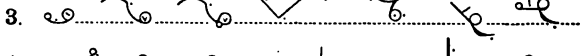
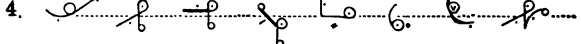
## LESSON 8.

### CIRCLES *sw* AND *ss* AND CIRCLE *s* AND STROKE *s*.











**43.** A large initial circle written in the same way as the circle *s* represents the sound *sw*, as *...sweep*, *...swim*, *...switch*; and a large medial or final circle represents the sounds *ses*, *sez*, *zes*, or *zez*; as *... (ses) necessity*; *... (sez) passes*; *... (zes) possessive*; *... (zez) causes*. Vowel-sounds other than the short *e* may be expressed by placing the vowel-sign within the circle (only when used medially or finally); as *... exist*, *... exhaust*, *... census*, *... exercise*. Final *s* is added by continuing the circle; thus, *... exercises*, *... emphasizes*. Write several lines of each of these illustrations.





### Exercise 30.





*Read, copy, and transcribe.*





1. 
2. 
3. 
4. 

**44.** To avoid an awkward outline, the upward *—* is written, whether there is a final vowel or not, when *r* follows a straight upstroke, or *ks* or *gs*, or a curve and

circle like  or ; thus  were,  weary,  
 Kaiser,  geyser,  officer,  viscera,  
 answer,  necessary.

45. (a) The *sw* circle is employed in *phrasing* to express the words *as we*; thus  as we have,  as we think,  as we can. It is also used in the phraseograms  as well as.

(b) The *ss* circle is employed in *phrasing* to express the two *s*'s in such phraseograms as  this is,  it is said,  as soon as,  in this city.












(c) The circle *s* may be used instead of the *st* loop in phraseograms like  it must be,  you must receive,  last time,  next time. Practice each of the illustrations given in paragraphs 44 and 45; construct similar outlines and phraseograms.

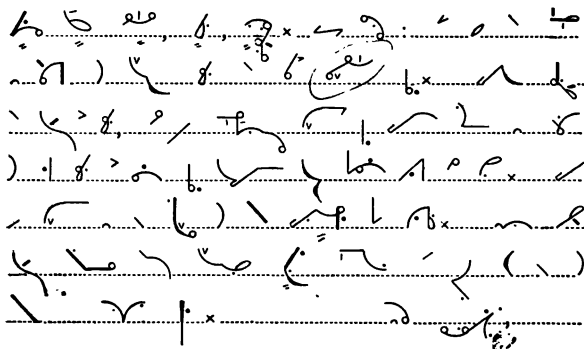
### Exercise 31.

*Write in Shorthand.*

1. *It-is-said the ship "Swallow" is to-sail on Tuesday; but-this-is wrong as-we-know she-is still in ballast.*
2. *As-we-can easily ship all-the cases to-morrow, you-must-be ready to-mail all-the invoices.*
3. *They-may insist on refusing-the laces because of-the excessive charges, and may ask us to change them, as-soon-as-they know-the cost.*

### GRAMMALOGS.

 as is,  is as,  this is or themselves,  ourselves,  
 special-ly,  speak,  several,  yes,  
 high,  house,  we, way.

**Exercise 32.***Read, copy, and transcribe.***Exercise 33.***Write in Shorthand.*

Swan &amp; Lester.

Winnipeg, Man.




Sirs:











*We have a special sale of essences and sweet syrups to-day, as-it-is-necessary to dispose of-some of-our stock. As-we-know just what you use, we-can, if-you-like, select a dozen cases and set them aside, and you-can take same as-soon-as you-are ready. How-many shall we set aside? Shall we despatch a dozen specially nice cases?*






Yours sincerely,





**CIRCLE S AND STROKE S.**




46. In paragraphs 33, 35 and 40 it is stated that (a) The stroke *z* is used in a word beginning with the sound *z*, as in *zeal*, *zero*, etc., and (b) If a word begins or ends with a vowel-sound, the circles or loops may not be used; thus *assail*, *rosy*, *dusty*,




as compared with  sail,  rose,  dust. In the succeeding paragraphs the student will learn several other rules for using either the *stroke s* or the *circle s*.

47. A vowel cannot be shown *between the letters* expressed by a *loop*. The *separate* letters, therefore, and not a loop, must be written in such words as  beset,  tacit,  reside,  pasture,  visitor. Compare those words with  best,  taste,  raised,  pastor,  investor.

48. Words in which *s* or *z* is the only consonant and in words *derived from such words*, the *stroke s* or *z* must be employed; as  saw,  sawing,  saw-mill,  sea,  sea-gull.

49. When a word *begins with s immediately followed* by two separate vowel-sounds, or if it *ends with -ous immediately preceded* by a diphthong, then the *stroke s* is used; as  science,  sighing,  joyous,  tortuous.

50. In words like  saucer,  seizure,  season, the *stroke s* is written first because the circle permits of an easier joining with the following stroke.

51. It will be seen from the foregoing rules, and from the rules for writing *r* (paragraph 20), that the *outline* of a word frequently indicates the *presence or absence of a vowel*, and that, therefore, the writer may safely omit an initial or a final vowel in very many outlines. Thus, he need not insert the initial vowel in forms like  ask,  assume,  arise, because the outline in each case *indicates a preceding vowel*. Nor need he insert the final vowel in such

outlines as *A* rusty, *V* policy, *W* summary, because the outline indicates a final vowel in such forms.

52. An *unaccented short vowel*, in the middle of a word, may usually be omitted; thus *absence*, *business*, *customer*, *resign*, *delayed*, *officer*, *disposal*.

### Exercise 34.

*Read, copy, and transcribe.*

- 1.
- 2.
- 3.
- 4.

### Exercise 35.

*Write in Shorthand.*

Sir:

When can you ship us the acid we bought last-month? We are as busy as we can be just now, and the delay is causing much annoyance to our customers, as well as loss to ourselves. Are you uneasy as to the bill? If so, we can mail you check on receipt of the invoice. We assume you will write us to-morrow.

Yours,

### GRAMMALOGS AND CONTRACTIONS.

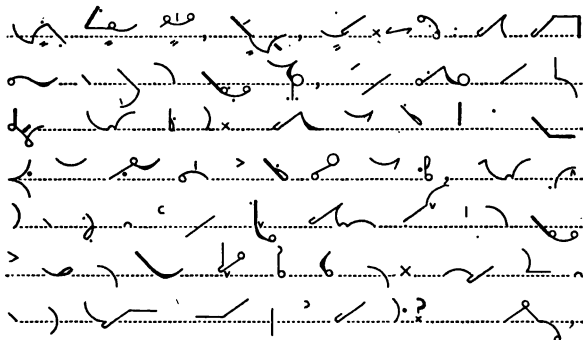
*language* or *owing*, *thing*, *young*, *any-thing*, *nothing*, *something*, *or*, *your*, *year*, *New York*.

## PHRASEOGRAMS.

*I am sorry, we are sorry,  
you may as well, yours respectfully,  
respectfully yours.*

## Exercise 36.

*Read, copy, and transcribe.*



## Exercise 37.

*Write in Shorthand.*

Spencer & Reed,

Ottawa, Canada.

Sirs:


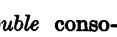


*Each season in-the past six years we-have bought your books of science and-have-had to pay excessive rates on-same. We emphasize this fact because if-we are to-make a success of-our business we-must sell the books at low rates. Can you suggest how we-may get-the charges reduced, or can you in-any-way assist us in reducing-the cost of-the books?*









*Yours-respectfully,*











## LESSON 9.

### INITIAL HOOKS TO STRAIGHT AND CURVED STROKES.









**53.** A *small initial hook* written on the *same side* as the circle *s*, adds *l* to the straight strokes     thus forming a series of *double consonants*; as







         
*pl bl tl dl chl jl kl gl.*




**54.** A *small initial hook* written on the *opposite side* adds *r* to the same strokes, thus

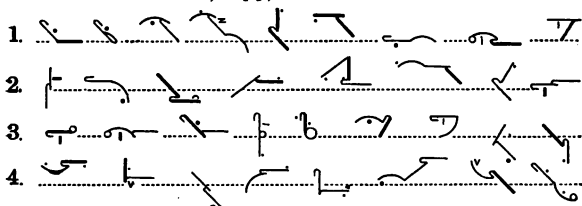
         
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


**55.** (a) The hook is written *first* in such consonants and made *parallel* to the stroke with which it is written.

(b) These double consonants may be sounded in *two* different ways; first as a distinct syllable; thus in the words  *topple*,  *rebel*,  *paper*,  *teacher*; and secondly without the short *e* sound as in the words  *play*,  *praise*,  *reply*,  *repress*.

**56.** These double consonants are named *pel* (as in *topple*), *per* (as in *taper*), etc., to distinguish them from outlines formed by the separate strokes, as  (*pee-el*),  (*pee-ar*). Vowels are placed and read to these double consonants just as they are to single strokes; thus  *cup*,  *couple*,  *coupler*,  *apply*,

 press,  impress,  impressing. Note carefully the joining of forms when these hooks are used medially.









**Exercise 38.***Read, copy, and transcribe.***GRAMMALOGS.**

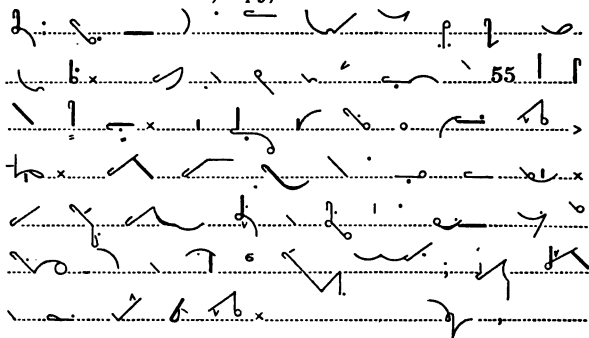
 apply,  people,  by all,  able,  
 belief or believe-d  at all,  tell,  till,  
 deliver-ed-y.

**Exercise 39.***Write in Shorthand.*

1. *If-you-will apply to Major Gray he-may-be-able to-tell-you.*
2. *Have-you delivered-the blue and black cloth to Briggs and Baker?*
3. *What-is-the least price at-which-you-can deliver your brass paste in glass bottles?*
4. *We-are mailing you samples of cream lace to-day, and-we-regret we-were-unable to-do-so till now. We-believe you-can-do no better at-the-prices.*

**GRAMMALOGS AND PHRASEOGRAMS.**

 dollar-s,  call,  equal-ly,  doctor,  
 dear,  during,  Dear Sir,  Yours truly.

**Exercise 40.***Read, copy, and transcribe.***Exercise 41.***Write in Shorthand.*

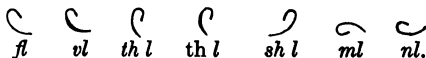
Samuel Brooks, Troy, N. Y.

*Dear-Sir:*

*May I bring to-your notice the enclosed price-list and samples of-the fabrics you saw during your call last Wednesday? I-am-able to-deliver these in blue, black, or gray, in a couple of-days. The fabrics are all equally durable, and-they-have no equals at-the-prices. I also enclose a notice of-my usual April sale, and shall-be-pleased to-have-you call and look at my stock.*

*Yours-truly,***INITIAL HOOKS WITH CURVES.**

**57.** A large initial hook adds *l* to any curved stroke except ( *l*, ) *r*, ) *s*, ) *z*, ) *zh*, ) *ng*; thus

*Practice several lines of each.*

58. A small initial hook adds *r* to any curved stroke except ( *l*, ) *r*, ) *s*, ) *z*; thus

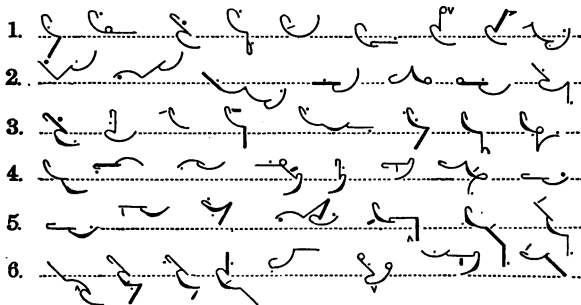
*fr* *vr* *th r* *th r* *sh r* *zh r* *mr* *nr*.

Practice several lines of each.

59. The sound *ng-r*, as in *singer*, *wringer*, is comparatively rare; hence, the sign *~* is used to represent the more common sounds of *ng-kr* and *ng-gr* as heard in the words *banker*, *thinker*, *finger*, *linger*. The double consonant *sh l* is almost always written upward, as *official*; while *sh r* is GENERALLY written downward, as *pressure*.

### Exercise 42.

Read, copy, and transcribe.



### Exercise 43.

Write in Shorthand.

1. Afraid, fraud, author, freed, differ, inner.
2. Bunker, anger, shrewd, shroud, shrank, shrub.
3. Bushel, muffle, grapnel, approval, shrivel.
4. Tanner, dinner, joiner, liner, fragile, freckles.

## GRAMMALOGS AND CONTRACTIONS.

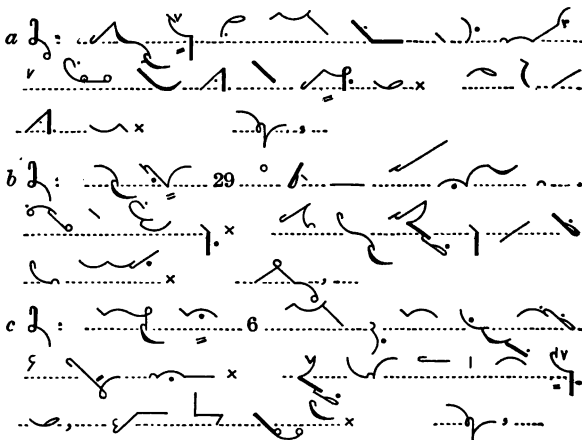
for, over, ever-y, valuation, evil,  
 other, more or remark-ed, remarkable-y,  
 mere or Mr., nor or in our, near,  
 initial-ed-ly.

## PHRASEOGRAMS.

your favor, I am in receipt of your favor,  
 in reply, in reply to your favor.

## Exercise 44.

Read, copy, and transcribe.



## Exercise 45.

Write in Shorthand.

1. The remarkable affray is over, and every wise thinker is pleased with the initial success of the valuation policy.

2. *No, we-had no other talk with Mr. Tinker, beyond a mere remark on-the state of business.*
3. *The banker was remarkably nervous, it-is-said, but brimful of energy, hopeful, and ready, you would think, to conquer any trouble or adversity.*
4. *Dear-Sir:*

*Your-favor of-May 4th has just come to us, and-in-reply we beg to say the tank you sold us last April does all-you claim and-more. We-think-it remarkably cheap, nor do we-think-it likely we-shall use any other.*

*Yours-truly,*

5. *Dear-Sirs:*

*I-am-in-receipt-of-your-favor of July 27th, and-in-reply beg to enclose samples of Zephyrs as near as I-can get to-your shade. Trusting these may suit you*

*Yours-respectfully,*




#### RIGHT CURVES FOR *FL*, *FR*, ETC.















60. The curves  $\backslash$  *r* and  $)$  *s* are not hooked for *l* or *r* (see paragraphs 57 and 58). They are hooked, however, to provide extra forms for *fl* and *fr*, and *th l* and *th r* respectively, the signs thus obtained being thickened for the corresponding heavy strokes; as

*fl*   *vl*   *fr*   *vr*   *th l*   *th l*   *th r*   *th r*.

These are the *right curves* for *fl*, *fr*, etc., as distinguished from the *left curves*, or *regular forms*.













61. (a) *When they stand alone* (not joined to another stroke), the *left curves*, or *regular forms* are used if a *vowel-sound precedes*, as *offer*, *affray*, *ether*, *afLOW*; if no vowel-sound precedes, the *right curves*,

or extra forms are used, as  free,  fray,  throw.












(b) When joined to another stroke, use the form which will give the better joining. As a general rule, it will be found that when joined to a stroke written toward the right, the right curves will give the better joining; likewise, when joined to a stroke written toward the left, the left curves will give the better joining; thus  flap,  flake,  laughter,  cavalry,  rival,  average,  verb,  froth,  France,  Jefferson,  arrival,  muffle,  favor,  fledge. Practice each illustration given in this paragraph.

### Exercise 46.

*Read, copy, and transcribe.*

1.  from,  very,  however,  they are,  their
2.  or there,  through,  therefore,  principle,
3.  principal-ly,  liberty,  member or remembered,

### GRAMMALOGS.

 from,  very,  however,  they are,  their  
or there,  through,  therefore,  principle,  
principal-ly,  liberty,  member or remembered,  
 number-ed.

### Exercise 47.

*Write in Shorthand.*

1. Hovel, influx, snowflake, phrase, phrased.
2. Thrice, gathers, throngs, bother, cleverly.

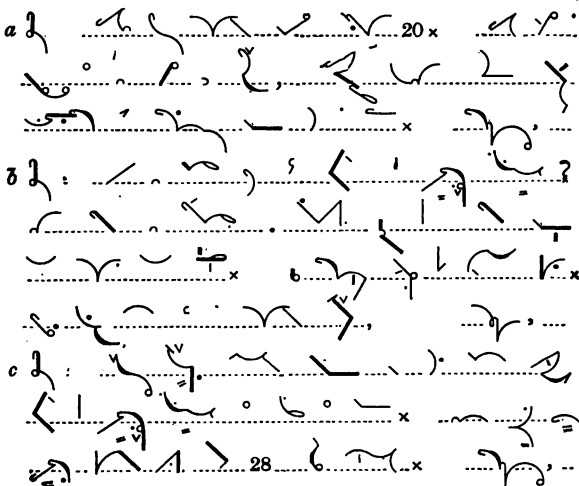
3. Briefer, rover, breather, clover, Arthur.
4. *It-was, however, through their principal member the firm was able to secure the business in leather.*
5. *It-is very true, but it-seems almost incredible there-should-be such a large-number of-members in-the club.*
6. *I-shall-be at liberty to-morrow from five o'clock to six, and-I-shall, therefore, be-pleased to see-you if-you-can give me a call at-my house.*

## PHRASEOGRAMS.

Very truly yours,    early reply,    your  
 reply,    I am very sorry,    I shall be pleased.

## Exercise 48.

Read, copy, and transcribe.





























**Exercise 49.***Write in Shorthand.*

1. Go right through-the principal avenue, and you-will-see Mr. Parker's house by-the side of-the river.
2. Follow the principles of-liberty through life, and you-will-be a true citizen and a worthy member of society.
3. Look your trouble bravely in-the face, and you-will very-likely discover a way to conquer it, however severe it-may-seem at-the first.








## LESSON 10.

### CIRCLES AND LOOPS PREFIXED TO INITIAL HOOKS.

62. In words like *civil*, *suffer*, *designer*, *display*, it becomes necessary to represent the sound of the *circle s* or *z* together with a stroke initially hooked for *l* or *r*. In curves hooked for *l* or *r* and in straight strokes hooked for *l* only, the *small circle* is written *inside the hook*; thus  *civil*,  *suffer*,  *designer*,  *displaced*,  *simmer*,  *sable*,  *display*,  *settler*,  *bicycle*. Note that in outlines in which the circle and a hook occur *medially*, both the circle and the hook *must be clearly shown*. Practice several lines of each illustration. Construct similar outlines and practice them.

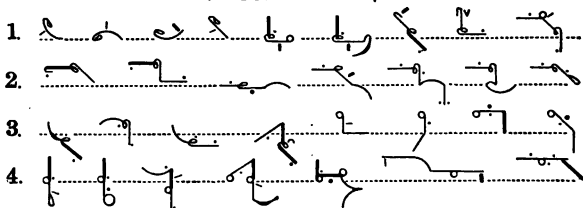
63. With *straight strokes* initially hooked for *r*, the small circle *s*, the large circle *sw*, and the loop *st*, are indicated by writing the circle or loop on the same side as the hook, so that the circle or loop may be supposed to *include the hook*; thus  *upper*,  *supper*,  *sweeper*,  *sleeper*,  *prosper*,  *stouter*,  *sweeter*,  *destroy*,  *stoker*,  *stitcher*,  *industry*. Note that when the circle and hook occur *medially* as in the words *prosper*, *destroy*, *industry*, only the circle is written, but on the *hook side* of the stroke; but in  *extra*,  *mistrust*,  *clasper*,  *listener*, where the circle and hook occur *medially*

at an angle, both the circle and the hook must be clearly shown.

64. When  or  follows *t* or *d*, it is written thus:  *Tasker*,  *tusker*,  *disagree*,  *disgrace*,  *describe*. Practice several lines of each of the illustrations in this and the preceding paragraph.

### Exercise 50.
















*Read, copy, and transcribe.*






*Write in Shorthand.*

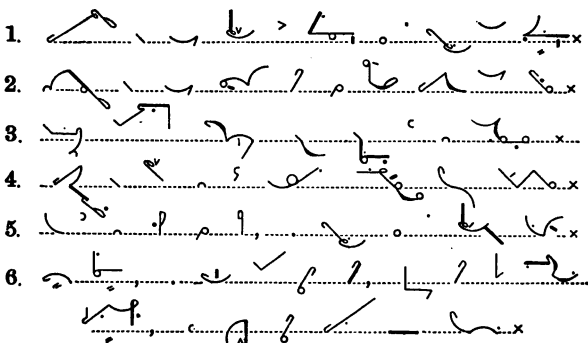
5. Noticeable, stater, stutter, passable, displace.
6. Blissful, deceiver, satchel, sever, supersede.
7. Scribe, streak, supreme, sadder, stagger, sweater.

### GRAMMALOGS.

 *strength*,  *try*,  *truth*,  *true*,  *chair*,  
 *cheer*,  *larger*,  *journal*,  *children*,  
 *largely*,  *care*,  *sure*,  *pleasure*,  
 *surprise*,  *surprised*.

### PHRASEOGRAMS.

 *I can assure you*,  *I regret*,  
 *I am surprised*.

**Exercise 51.***Read, copy, and transcribe.**Write in Shorthand.*









7. *We-are-sorry to-have to destroy the claim.*
8. *I-am-surprised you-should suppress it.*
9. *It-may-be a struggle, but-we-shall scramble through.*
10. *I-am-sure you would-do nothing dishonorable.*

**Exercise 52.***Write in Shorthand.**Dear-Sir:*

*In-reply-to-your-favor of-the 14th, your cycles shall-be-delivered as early next month as I-can possibly get them out. I-regret I-am-unable to-deliver sooner, and I-can-assure-you it-would-be a pleasure to oblige-you if-possible. I-am-surprised to know you have still to see-the new saddles, and-I-am mailing you half a dozen samples to-day.*








*Yours-respectfully,*











**65.** The upward form of *r* is used, regardless of vowel-sounds, when it precedes *t*, *d*, *ch*, *j*, *th*, *kl*, *gl*,

or *w*, and when it follows two downstrokes; thus  *aright*,  
 *earth*,  *arch*,  *urge*,  *oracle*,  *regal*,  
 *Irwin*,  *prepare*. The reason for this  
 is easily apparent when the writer attempts to use the  
 downward form of *r* for these or similar words. The  
 vowel-indicating principle is disregarded because the  
 upward form is written more easily and therefore is more  
 conducive to speed. Practice the illustrations and con-  
 struct other outlines falling under this principle.









## LESSON 11.









### N AND F HOOKS.







66. A *small final hook* written on the same side and with the same movement as the circle *s*, adds *f* or *v* to any straight stroke; as  *pave*,  *tough*,  *chafe*,  *cough*,  *rough*,  *wove*,  *heave*.

67. A *small final hook* written (a) inside curves, and (b) on the side opposite to that taken by the circle *s* and loops on straight strokes, adds *n* to those strokes; as  *oven*,  *ocean*,  *refine*,  *earn*,  *assign*,  *pain*,  *ribbon*,  *hen*,  *win*,  *cheapen*.

68. Note carefully the following points: (a) Curves do not employ the *f* or *v* hook. (b) These final hooks, as in the case of the initial hooks, are written *parallel* to the stroke.

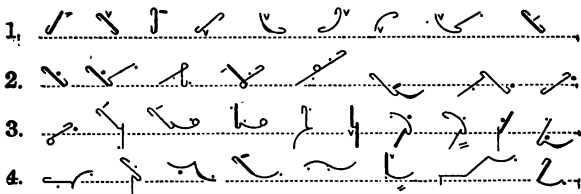
69. The *n* and *f* hooks may be employed medially when they join easily with the following stroke; thus  *punish*,  *training*,  *coining*,  *runner*,  *paving*,  *deafness*,  *chafing*,  *refer*.

70. A hook at the end of a stroke is always read *last*; so that when a word ends with a *sounded vowel*, a stroke must be written; thus  *pony*,  *deny*,  *honey*,  *puffy*,  *coffee*,  *funny*,  *shiny*,  *money*. The student should refer again to paragraph 51, when he will see that what is there said with regard to *vowel indication* applies to the present paragraph also.

71. Final *r*, when hooked, is generally written upward; as  born,  turn,  adjourn,  corn,  turf,  scarf.

### Exercise 53.
















*Read, copy, and transcribe.*







*Write in Shorthand.*

5. Maintain, restrain, abandon, opening, winner.
6. Provoke, defeat, none, marine, churn, puny.
7. Spoken, striving, disdain, millinery, driving.

### GRAMMALOGS AND CONTRACTIONS.

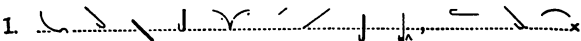
 happen,  upon,  been,  had been,  
 done,  down,  general-ly,  often,  
 Phonography,  phonographer,  phono-graphic,  
 have been,  within,  southern,  
 northern.

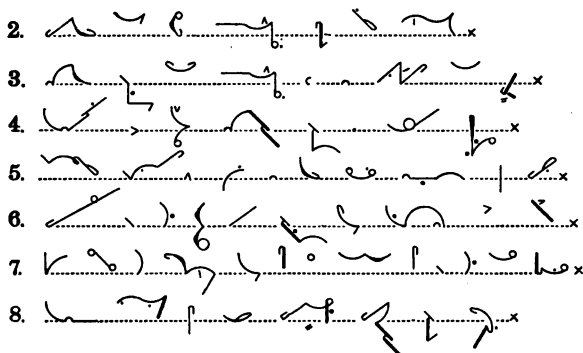
### PHRASEOGRAMS.

 referring to your favor,  referring to yours,  
 enclose-d herewith,  best class.

### Exercise 54.

*Read, copy, and transcribe.*





### Exercise 55.

*Write in Shorthand.*














1. *If-you-labor beyond-your strength you-will-have to see-the doctor.*
2. *Would you care to-take-the-chair at-the gathering?*
3. *I-think-the General was within his rights.*
4. *We often go down to see Dr. Sutton at-the beach.*
5. *Mr. David Green, Lincoln Hotel, Brooklyn, N. Y.*

*Dear-Sir:*

*Referring-to-yours of-the 24th June, we-are-pleased with-the proof of-your activity, and-trust your Brooklyn visit may turn out even more profitable than you imagine. We-are obtaining to-day the sample of linen napkin for-which-you ask. We-enclose-here-with a small length of fancy satin ribbon, which-you-will-please add to-your-other samples. We should like you to-make a special call upon Thornley & Craven. We-have-done nothing with-them since you were down there last year, and-we happen to know their general business is remarkably brisk just-now.*







*Yours-truly,*



72. After    and any straight upstroke, final *l* is written downward if no vowel sound follows, and upwards if a vowel sound does follow: as  *file*,  *follow*;  *vale*,  *valley*;  *scale*,  *scaly*;  *real*,  *relay*;  *yell*,  *yellow*. Write a line of each illustration. Suggest other pairs of words illustrating this point and practice each.

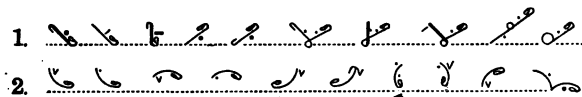
## LESSON 12.






### CIRCLES AND LOOPS ADDED TO FINAL HOOKS.











73. A *small circle inside the f or v hook on straight strokes adds s*; as  *paves*,  *doves*,  *cliffs*; the same is true of the *n hook with curves only*; as  *fines*,  *frowns*,  *moans*.



### Exercise 56.

*Read, copy, and transcribe.*



74. With straight strokes *hooked for n*, the circles *s* and *ses*, and the loops *st* and *str* are expressed by writing the *circle or loop on the same side as the hook*; thus  *Dan*,  *dance*,  *dances*,  *danced*,  *Dunster*.

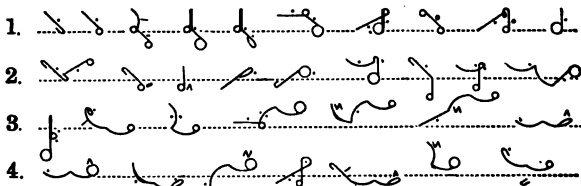
75. A *medial circle represents s only*; so that when *ns* occurs in the middle of a word, both letters *must be shown*; thus  *dancer*,  *Spencer*,  *ransom*,  *winsome*,  *pencil*,  *density*,  *cancer*,  *fencer*,  *rancid*,  *ransack*.

76. The sign  *ns* is used to represent the *light sound of ns after a curved stroke*; thus  *Vance*,

*romance*. The effect of this rule is that the outlines for related words of this class are kept regular in construction; thus, *mince*, *minces*, *minced*, *mincing*; *fence*, *fences*, *fenced*, *fencing*; *lance*, *lances*, *lanced*.

### Exercise 57.
















*Read, copy, and transcribe.*

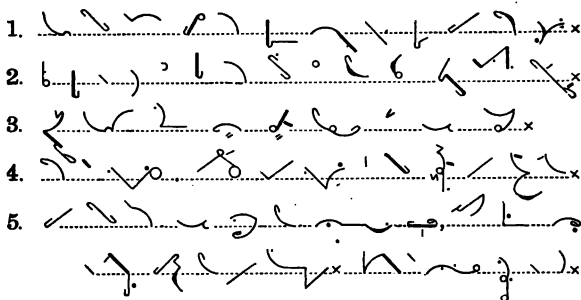


*Write in Shorthand.*

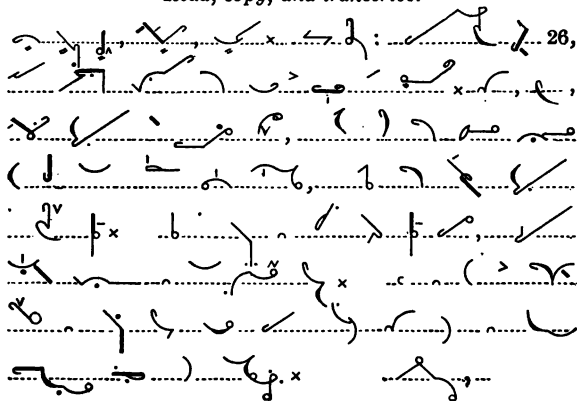
5. Bounce, trounced, bronzes, hence, cleansed, distance, appearance, references.
6. Silenced, starves, motives, tariffs, thrones, refrains, preserves, swerves, incentives.

## GRAMMALOGS AND CONTRACTIONS.

 approve,  behalf,  above,  out of,  
 advantage,  difficult,  difficulty,  which  
have,  suggestion,  suggestive,  one,  opinion,  
 altogether,  together,  insurance.

**Exercise 58.***Read, copy, and transcribe.***PHRASEOGRAMS.**

at once, first class, for the first time,  
 from first to last, in the first place.

**Exercise 59.***Read, copy, and transcribe.*

## Exercise 60.






*Write in Shorthand.*

Mr. James Burns,  
Dover, Del.

Dear-Sir:

*We ask your acceptance and perusal of-the enclosed price-list of first-class wines from American grapes, which-we-are-now ready to offer our patrons at-prices far below those usually paid for foreign wines. Our customers have our assurance as-to-the purity, flavor, and general excellence of-these wines, and-they-may place the utmost reliance on our guarantee. It-has-been our aim from-first-to-last, to-main-tain a name for wines of-the finest flavor, and-we-believe, we-have-done this. May-we deliver-you a sample case?*

*Yours-respectfully,*

77. At the beginning of a word *l* is written downward if it is preceded by a vowel and *immediately followed by a simple horizontal stroke*; that is, a horizontal stroke that is *not initially hooked, circled, or looped*; thus  *elm*,  *alcove*,  *elegance*,  *alone*,  *along*. Write several lines of each illustration.

## LESSON 13.

### SHUN HOOK.

78. A *large* final hook expresses the light or heavy sound of *shun*, however spelled. The *shun* hook is written:

(a) *Inside* curves; thus *fashion*, *invasion*, *nation*.

(b) On the *right* side of simple (that is, not hooked or circled) *t*, *d*, or *j*; thus *rotation*, *dictation*, *addition*, *logician*.

(c) On the side *opposite* to the last vowel when added to a simple straight stroke other than *t*, *d*, or *j*; thus *diction*, *education*, *passion*, *option*, *occasion*, *action*.

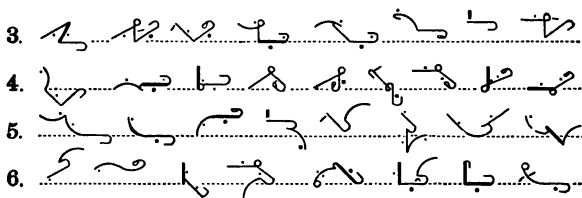
(d) On the side *opposite* to the hook or circle, when added to a hooked or circled straight stroke; thus *oppression*, *attrition*, *depletion*, *deception*, *suction*, *discussion*.

(e) *Away* from the curve, when added to *k* or *g* springing from the curves *f*, *v*, or upward *l*; thus *fiction*, *navigation*, *location*, *selection*. The circle *s* is added thus: *portions*, *operations*.

### Exercise 61.

*Read, copy, and transcribe.*

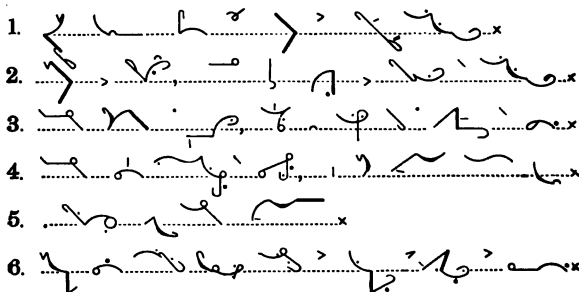
- 1.
- 2.

**Exercise 62.***Write in Shorthand.*

1. Tension, population, sections, aggression, station.
2. Afflictions, capitation, repetition, visionary.
3. Commissioner, divisional, apparition, designation.

**CONTRACTIONS.**

	architect-ure-al,		neglect-ed,		prospect,
	object-ed,		subject-ed,		expect-ed,
	unexpected-ly,		respect-ed,		suspect-ed,
	inspect-ed-ion.				

**Exercise 63.***Read, copy, and transcribe.*

# Exercise 64.

*Write in Shorthand.*

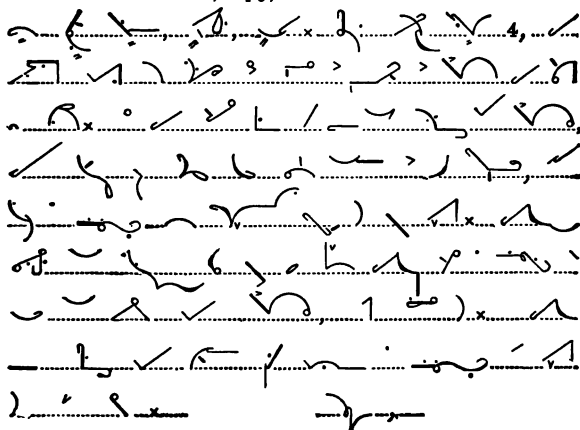
1. *If you neglect to object to the trespass, you will have difficulty with the prosecution.*
2. *Is there any prospect of the subject being taken for discussion in the next session?*
3. *By whose authority was the auction carried on?*
4. *The degradation was unexpected, and I think you should offer some reparation for your implication.*
5. *The subject has a strange fascination for a man of resolution who has also a taste for invention.*
6. Dear Sir:

*In reply to your favor of June 3rd, we regret very much the unexpected delay in the delivery of your preserves. We expect to resume operations soon and trust you will favor us with your indulgence for a few days more.*

*Yours respectfully,*

# Exercise 65.

*Read, copy, and transcribe.*





**Exercise 66.***Write in Shorthand.*

Mr. John Benson,  
Lancaster, Minn.







Dear-Sir:





*We-are-in-receipt-of-your-favor of June 28th, and-we regret it-is out-of-our power to-make any reduction in-the price for-the installation of-the gas engines. We-have gone over-the specifications again, with-the view of acceding to-your wishes if-possible, but-the inclusion of a number of severe restrictions by-the architect forces us to-the retention of-the price already given. We-think on reflection you-will-see there-is every reason for our prices, and-we-trust to-receive-your commission to-proceed with-the job.*

*Respectfully-yours,*

## LESSON 14.

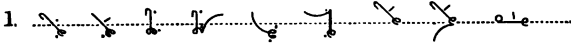
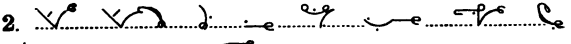
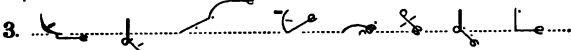
### SHUN HOOK (Concluded).

79. The sound of *shun* is expressed after the circle *s* or circle *ns* by a *small hook*, formed by continuing the circle on the *other side* of the stroke; thus   A third-place vowel between the circle and the *shun* hook is expressed by the vowel-sign being written outside the hook; thus  *physician*,  *transition*. When the hook is left unvocalized a second-place vowel is to be read between the circle and *shun*; thus  *possessions*,  *sensation*. First-place vowels do not occur between *s* and *shun*. The circle *s* may be added to the hook, as in the preceding examples.

80. When a diphthong and a vowel occur between *shun* and the preceding consonant, the stroke *sh* and the hook *n* are written, and *not* the *shun* hook; thus  *situation*,  *tuition*. This does not apply to such words as  *punctuation*,  *perpetuation*, where, in order to avoid an awkward outline, the large hook may be taken to represent *-uation*.

### Exercise 67.

Read, copy, and transcribe.

1. 
2. 
3. 

4.   
 5.

## GRAMMALOGS AND CONTRACTIONS.

- signify-ied-ficant. significance,  
 signification, insignificant, insignificance,  
 subscribe-d, subscription, balance,  
 balances, balanced, deliverance,  
 knowledge, acknowledge.

## PHRASEOGRAMS.

- additional expense, additional cost,  
 we are in a position, more and more,  
 less and less, facts of the case.

## Exercise 68.





Read, copy, and transcribe.












1.   
 2.   
 3.   
 4.   
 5.   
 6.   
 7.

## Exercise 69.

*Write in Shorthand.*

1. *The fact of-the authorization being refused was very significant.*
2. *The insignificance of-your subscription is sure to-raise a commotion.*
3. *Are you in-a-position to subscribe to-the society?*
4. *Your subscription may cause vexation and a sensation.*
5. *Are you ready to-go to any additional-expense in-the case?*
6. *We-are-in-a-position to-prove the valuation was unfair.*
7. *If-you-can tell us-the date of-the first petition, it-may assist us to form a decision on-the facts-of-the-case.*
8. *The object of-the succession of petitions was to influence, if-possible, the decision which-we-expected would acknowledge-the justice of-our claims.*

81. *Con-* or *com-*, when it is the first sound in a word, is expressed by a *light dot*, written at the commencement of the outline; thus  *conspire*,  *commence*,  *console*,  *commit*. Where the *con-* dot is employed, it should be the *first sign* written in the word.

82. The suffix *-ing* is generally expressed by the stroke , and *-ings* by ; thus  *placing*,  *facings*,  *guessing*,  *meanings*; but when the stroke is not convenient, *-ing* is expressed by a *light dot*, and *-ings* by a *light dash*; thus  *shipping*,  *plating*,  *waving*,  *winnings*,  *engravings*.

**Exercise 70.**

*Dear-Sir:*

*By refusing to pay for-the etchings and carvings which we sold you last March you compel us to condemn your business principles. The only conclusion we-can arrive at constrains us to ask for an explanation. We-can see no extenuation for-your line of action. You-will confer a favor upon-us by making an early reply stating the reasons for-your refusal to settle this-claim.*

*Respectfully-yours,*

## LESSON 15.

### COMPOUND CONSONANTS.

83. (a) A *large* initial hook adds *w* to *k* and *g*; thus *quick*, *Guam*, *request*, *sanguine*.

(b) A *small* initial hook adds *w* to *upward l*, while a *large* initial hook adds *wh* to the same stroke; thus *wile*, *while*, *wail*, *whale*, *weal*, *wheel*.




(c) *Thickening* a downward *l* or *r*, adds *r* to these strokes; thus *fowler*, *scaler*, *sharer*, *snorer*.

(d) *Thickening m* indicates the addition of *p* or *b*; thus *pump*, *bamboo*, *empire*, *embalm*; but when *l* or *r* immediately follows *mp* or *mb*, the simple is written; thus *employ*, *impress*, *emblem*, *embrace*.









(e) *Enlarging* the initial hook of *w*, indicates the addition of the aspirate *h*; thus *whistle*, *whisk*, *whip*, *whirl*.

(f) The compound consonant may be hooked for *r*; thus *scamper*, *slumber*, *clamber*. Practise a line of each illustration; construct outlines containing these consonants.

84. The initial hook in *wl* and *whl* is read *first*; so that if a vowel precedes *w*, the stroke must be written and not the hook; as *awhile*.

































85. The compound consonants ( ler, \ rer, must not be employed when a vowel follows the r; so that the separate strokes are written in such words as  *raillery*,  *foolery*,  *aurora*.

86. The remaining compound consonants of this series are vocalized like the single strokes, as in the examples given above.

<i>Letter.</i>	<i>Character.</i>	<i>Name.</i>	<i>As in.</i>
KW		kwā	<i>quick, request</i>
GW		gwā	<i>guava, lingual</i>
WL	 (up)	wel	<i>wail, unwell</i>
WHL	 (up)	hwel	<i>whale, whelp</i>
LR	 (down)	ler	<i>feeler, nailer</i>
RR	 (down)	rer	<i>poorer, sharer</i>
MP, MB		{ emp emb }	<i>camp, embalm</i>
WH		hwā	<i>where, whisk</i>

### Exercise 71.

*Read, copy, and transcribe.*

-        
-        
-        
-        

### Exercise 72.

*Write in Shorthand.*





1. Insurers, wall-paper, inquiry, willingness.
2. Comparer, requesting, insular, compeller, ambush.
3. Conquest, requiring, whisper, hampering, wheels.

## GRAMMALOGS AND CONTRACTIONS.

6 will, 6 while, 7 important-ce, 8 improve-d-  
 ment, 9 impossible, 9 improves-ments, 7 whether,  
 7 unquestionable-y, 7 yesterday, 7 January,  
 7 February, 7 November, 7 United States.

### Exercise 73.

*Read, copy, and transcribe.*

1. 
2. 
3. 
4. 

### Exercise 74.

*Write in Shorthand.*

**Quinn & Fowler,**









Quincy, Ill.







*Dear-Sirs:*

*Will-you please deliver to us as quickly as-possible five gross small bottles of-your liquid glue? We-are-surprised your traveler has missed us since last January. We-suppose he-has-been nowhere near our town, or he-would-have unquestionably given us a call.*

*Yours-truly,*



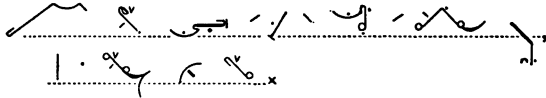
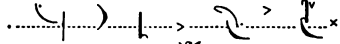
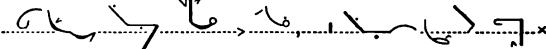
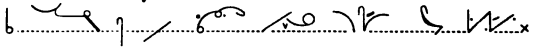
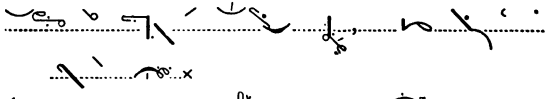
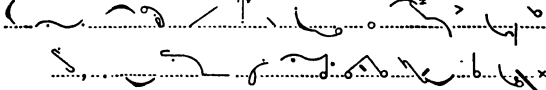
87. When the syllable *con-*, *com-*, *cum-*, or *cog-*, occurs between two consonants, it is indicated by writing the second consonant *close* to or *under* the first; thus  *discompose*,  *recompense*,  *recognize*,  *reconcile*,  *unconscious*,  *circumference*. This rule may also be applied to phrases; as  *you will comply*,  *it will contain*.

88. The endings *-ality*, *-ility*, *-arity*, etc., are indicated by *disjoining* the stroke preceding the ending; thus  *finality*,  *durability*,  *instability*,  *popularity*,  *regularity*,  *majority*.

Write several lines of each illustration.

### Exercise 75.

*Read, copy, and transcribe.*

1. 
2. 
3. 
4. 
5. 
6. 






**Exercise 76.**























*Write in Shorthand.*






1. *I-am-convinced that-you-may* cause considerable confusion.
2. Replying *to-your-communication of-yesterday*, we-are arranging *to-return-the* couplings and rods by-express *this-evening*.
3. *In-reply-to-your-favor*, we would-say the majority of-the designs are lacking in originality and attractiveness, *and-we-fear they-will-never* attain a popularity strong enough to compel us to put them in stock.
4. Upon carefully inquiring into the conditions, we-are impressed *with-the* advisability of conveying the carvings in person *to-their* destination.

## LESSON 16.

### TICK AND DOT H.





















89. The uses of *upward* and *downward* *h* have already been explained (paragraph 20 (a)). When the stroke *h* is used medially, care must be taken to write the circle of the *h* so that it cannot be mistaken for the circle *s*; thus  *behave*,  *adhere*,  *unholy*,  *unhook*,  *Mohawk*.

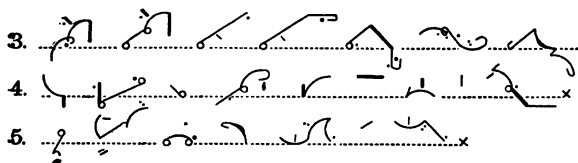
90. For convenience in writing, *h* is also represented by a *tick* (the downward form contracted), and by a *dot*. The *tick h* is used *initially* before    , and the corresponding heavy strokes   and ; as,  *home*,  *hale*,  *hair*,  *hemp*,  *hearer*. This tick may be used with *straight downstrokes hooked* for *r*; as  *Hebrew*,  *hydra*,  *hedger*. Tick *h* is always read *first*, and is *never* used *medially* except in a few *phrases*; as  *in her own*,  *of her*,  *to hear the*. The tick is joined to  and  only when they are followed by a final vowel, as  *hussy*,  *hazy*.

91. To prevent an awkward outline *medial h* is represented by a *dot*; thus,  *manhood*,  *loop-hole*,  *apprehension*. In a few cases the dot *h* may be used *initially*; as  *handy*,  *half-way*.

### Exercise 77.

*Read, copy, and transcribe.*

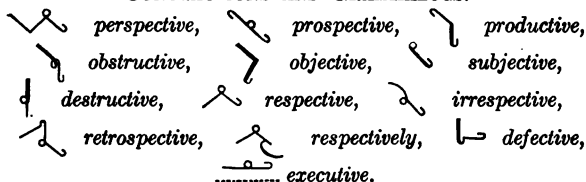
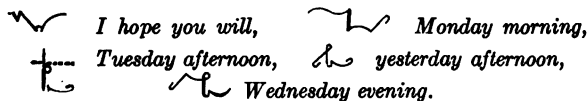
1.          
2.          

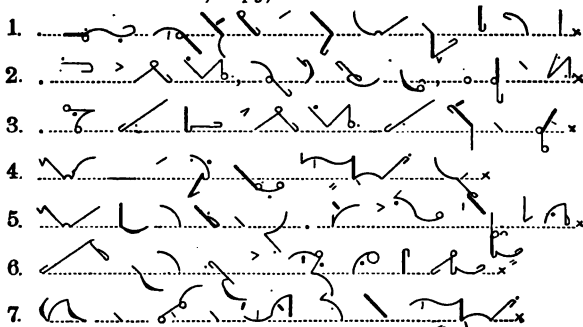
**Exercise 78.***Write in Shorthand.*

1. Hoe, hoax, helper, wholesome, hirer, hearty.
2. Humane, hemp, heater, incoherence, boyhood.
3. Mr. Henry Hopkins,  
Austin, Tex.

*Dear-Sir:*

*In-reply-to-your-favor of January 8th, we-have-the-pleasure-to enclose-herewith sample of a stain which-will give your mahogany a very rich hue. Joiners, upholsterers, and others, use it for heightening the effect when finishing high-class jobs, and-we-can assure-you-the stain always turns out well. We-trust to-hear from-you when you have given-the sample a test.*

*Very-truly-yours,***CONTRACTIONS AND GRAMMALOGS.****PHRASEOGRAMS.**





**Exercise 79.***Read, copy, and transcribe.***Exercise 80.***Write in Shorthand.*




1. *You know your objective, and you see how necessary a knowledge of perspective will-be, if-you-are to-please the executive.*
2. *The subjective test was by-no-means properly taken, and-we-shall ask-the executive to insist upon a more thorough examination, irrespective of-the teacher's opinion.*
3. J. Heaton & Sons,  
Omaha, Nebraska.

*Dear-Sirs:*

*I-beg to ask your attention to-the enclosed price-list and book containing illustrations of-my high-pressure hydraulic pump, and-I-hope-you-will-favor me by a close examination of-the-same. Should there-be any likelihood of-your being in-this neighborhood during-the next month, I-hope-you-will give me a call, when I-shall-be happy to show you-the new pruning hook Mr. Heaton spoke of on Tuesday-afternoon last.*

*Very-truly-yours,*

92. *Magna-, magni- or magne-* is expressed by a disjoined ; thus  *magnanimous*,  *magnificence*,  *magnetize*.

93. The suffix *-ship* is expressed by , joined or disjoined, as may be convenient; thus  *citizenship*,  *clerkship*.

### Exercise 81.

*Write in Shorthand.*





1. Magnanimity, companionship, clanship.
2. Magnetized, apprenticeship, chairmanship.
3. Magnetizing, authorship, professorship.
4. Magnifying, censorship, receivership.
5. Recognition *of-his* valuable services *and* affability *during his* clerkship, caused *his* promotion *to-the* controllership.
6. *The* opposing factions recognized *the* desirability of effecting a compromise *to insure the* election *of-their* choice *for-the* trusteeship.
7. Irrespective *of-the* executive's contentions *to-the* contrary, *the* authorship *of-the* latest devices *to insure* stability *was-the* subject of continual discussion.

## LESSON 17.

### REVIEW OF UPWARD AND DOWNWARD L AND R.










94. (a) *L*, at the beginning of a word, is generally written *upward*; but if it is preceded by a vowel and immediately followed by a *simple* horizontal stroke, the *downward* form is used: as in paragraph 77.

(b) Before *sn*, *sng*, and *sv*, initial *l* is written downward: as in paragraph 36.

95. (a) *L* at the *end* of a word, is generally written *upward*; but after     or *any straight upstroke*, write it *upward* if a *vowel-sound* follows, and *downward* if *no vowel-sound* follows: note paragraph 72.





































(b) After *n*, and *ng*, final *l* is always written down: as in paragraph 27.

(c) After a *curve* and *circle*, final *l* is written in the direction of the circle: as in paragraph 36.

(d) The *compound consonant*  is used only where a final downward *l* would be written: as  *fuller*,  *valor*,  *scaler*, while  is used where the upward *l* would be written: as  *paler*,  *tiller*,  *jailer*,  *cooler*. Read paragraph 85.

### Exercise 82.








*Read, copy, and transcribe.*

-            
-            
-            

*Write in Shorthand.*

1. Elmira, Alleghany, newly, exceedingly, facile.
2. Admiral, prevail, willingly, fuel, filler, dealer.
3. Taller, Alaska, follow, yellow, sickly, leisurely.


## CONTRACTIONS AND GRAMMALOGS.

 abstraction, 
  obstruction, 
  subjection,  
 objection, 
  destruction, 
  uniform-ity-ly,  
 unanimity-ous.




96. (a) Initially use upward *r* unless a vowel precedes. See paragraph 20, subdivision (b).

(b) When *r* precedes *t*, *d*, *ch*, *j*, *th*, *kl*, *gl*, or *w* use the upward form whether a vowel precedes or not. See paragraph 65.

97. (a) In short words, final *r* is written downward if it ends the word, and upward if a vowel sound follows. See paragraph 20, subdivision (c).

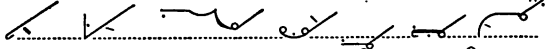
(b) After two downstrokes use the upward *r*. After  and a straight upstroke use upward *r*. See paragraphs 65 and 44.

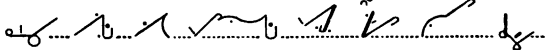
(c) When it follows another stroke and is finally hooked, *r* is usually written upward. See paragraph 71.

(d) The compound consonant  is used only where a final downward *r* would be written; thus  bearer,  adorer. See paragraph 85.

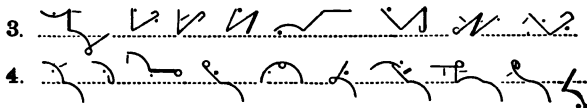
**Exercise 83.**

*Read, copy, and transcribe.*

1. 

2. 

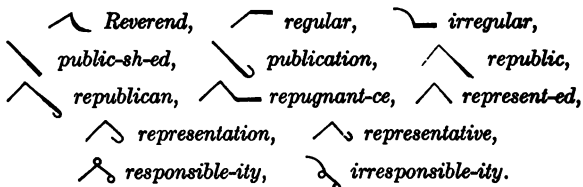




*Write in Shorthand.*

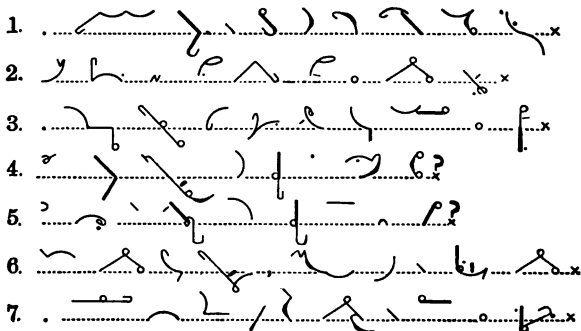
5. Aspire, arranger, adhere, career, unaware, taxpayer.
6. Adviser, answers, wreath, auricle, urgency.
7. Origination, airy, irrigation, Irish, arraign, injure.
8. Stir, summary, marine, regal, earth, arduous.

### CONTRACTIONS.



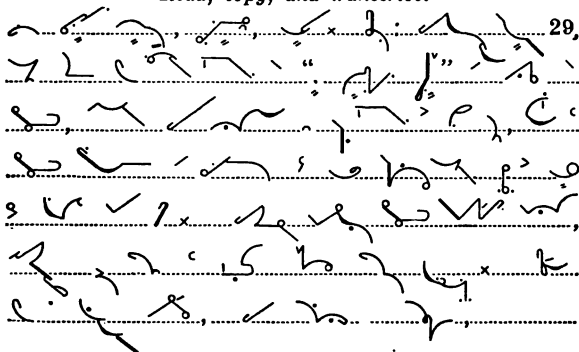
### Exercise 84.

*Read, copy, and transcribe.*



**Exercise 85.***Write in Shorthand.*

1. *The story of-the republic, just published, shows how-the representatives saw their responsibility and refused to be led by irresponsible men to-the admission of-the repugnant principle of taxation minus representation.*
2. *The subjection of-the enemy and-the destruction of-his ships were-only possible by continual and strenuous labor.*
3. *The discussion was productive of a significant increase in-the subscriptions.*
4. *Your views may-be repugnant to-the executive and-the regular members of-the club.*
5. *He-must continue to shoulder the responsibility.*
6. *The minority in a republic are always seeking to embarrass the majority leaders on such questions as-the initiative and-the recall.*

**Exercise 86.***Read, copy, and transcribe.*

**Exercise 87.***Write in Shorthand.*

Murray Bros.,  
Chicago, Ill.

*Dear-Sirs:*

*In-reply-to-your-favor of January 30th, we-regret we-have-been unable to-place-the cargo of spruce refuse to-which-you-refer, and-we-fear there-is-no likelihood of-our obtaining a buyer just-now. We-were in hopes of-success yesterday-morning, but-the party refuses to-proceed with-the business to-day, and our exertions have-been to no purpose. Should-we come across a customer to-day or to-morrow at a reasonable price we-will wire you.*

*Respectfully-yours,*

## LESSON 18.

### THE HALVING PRINCIPLE.

98. (a) Halving a *light* stroke indicates the addition of *t*; thus pack, packed; tree, treat, treats, streets; play, plate, plates.

(b) Halving a *heavy* stroke indicates the addition of *d*; thus gray, grade, grades; brew, brewed, broods; rub, rubbed.

(c) A stroke which is *finally* hooked, or which occurs in an outline of *more than one syllable*, may (with rare exceptions) be halved to indicate the addition of *either t or d*; thus pain, paint or pained, paints; men, mend or meant, mends; wave, waved, waft, wafts; painted; credit; rabbit or rabid; rapid; colored.





### Exercise 88.






Read, copy, and transcribe.



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




**Exercise 89.***Write in Shorthand.*

1. Late, decked, fight, enjoyed, dragged, shots, buds.
2. Straight, dried, blades, spends, gained, grants.
3. Finds, minds, shredded, panted, hated, tablet.










































**99.** Half-sized *t* or *d*, immediately following the stroke *t* or *d*, is always *disjoined*; thus  *treated*,  *dreaded*,  *traded*,  *edited*.

**100.** Half-sized *w* [] is used as a contraction for the termination *ward*, *wart*, *wort*, and half-sized *y* [] for *yard*; thus  *backward*,  *stalwart*,  *dockyard*.

**101.** Final *t* or *d*, when followed by a *sounded vowel*, must be *written in full*; thus  *fault*, but  *faulty*.

**102.** There is no *third position* for words whose outlines consist of half-sized letters only, or of horizontal letters joined to half-sized letters. When the vowel or principal vowel in such words is a *third-place vowel*, the outline is written in the *second position*; thus  *tent*,  *tint*,  *kilt*,  *colt*,  *meted*.

**Exercise 90.***Read, copy, and transcribe.*














1.             
2.             
3.               

*Write in Shorthand.*

4. Credited, imitated, roasted, lasted, downward.
5. Stock-yard, pity, mighty, witty, rents, parents.
6. Crafts, coughed, waged, prints, wounds.

## GRAMMALOGS.

\_\_\_\_\_ quite,    — could,    \_\_\_\_\_ accord-ing or according to  
 or cart,    — cared,    \_\_\_\_\_ guard,    — great,    \_\_\_\_\_ called,  
 — cold or equalled,    — gold,    \_\_\_\_\_ cannot,    / gentleman,  
       / gentlemen,    \_\_\_\_\_ happened,    \ particular,  
       \ opportunity,    / child,    \_\_\_\_\_ not.

103. The halving principle is employed for the indication of the words *it*, *not*, *word* and *would*, in phrases like the following:  *I am not*,  *I do not* or *I had not*,  *I did not*,  *you may not*,  *you are not*,  *you were not*,  *you will not*,  *I hope you will not*,  *if it*,  *if it has (or is)*,  *in which it is (or has)*,  *this word*,  *we would be*. Write several lines of each illustration. Construct several phraseograms based on this principle.

### Exercise 91.

*Read, copy, and transcribe.*

- [illegible]

**Exercise 92.**

*Write in Shorthand.*

1. *I-cannot quite see-how-the gentleman could-have called sooner.*
2. *The particular account you name shall-be settled on-the first opportunity.*
3. *The gentleman had a rooted objection to-the-treatment he received.*
4. *Mr. Edward Hunt,  
Cleveland, Ohio.*

*Dear-Sir:*

*We-desire to-call your attention to-the enclosed sample of Fruit Salt, which-we-think-you-may-not know. As will-be observed, the bottle in-which-it-is packed is a very pretty one, and-we anticipate a big demand for-the article when-it-is displayed in-your store. We-shall-be-glad to-hear if-it meets with your approval, and-we-are-sure you-will-not-be wrong in placing it on-your list. Prices of-the different sizes enclosed.*

*Respectfully-yours,*

## LESSON 19.

### THE HALVING PRINCIPLE (Concluded).









104. The four strokes  $\frown$   $\smile$   $\lrcorner$   $\rceil$ , besides being halved for the addition of *t*, may be halved and *thickened* to indicate the addition of *d*; thus  $\frown$  *palmed*,  $\smile$  *mode*,  $\lrcorner$  *designed*,  $\rceil$  *snowed*;  $\frown$  *piled*,  $\smile$  *shared*. It will be observed from the outlines for *palmed*, *mode*, *designed*, and *snowed*, that  $\frown$  and  $\smile$  may have the sound of *d* immediately following the *m* or *n*, or they may have a *sounded vowel* between the *m* or *n* and the *d*.

105. The signs  $\lrcorner$  *ld* (written downward) and  $\rceil$  *rd* are *not* used if a *sounded vowel* comes between the *l-d* or *r-d*. In such cases, the strokes must be written in full; thus  $\frown$  *paled*, but  $\frown$  *pallid*;  $\rceil$  *bowled*, but  $\frown$  *ballad*;  $\frown$  *paired*, but  $\frown$  *parried*;  $\frown$  *tarred*, but  $\frown$  *tarried*.

106. The forms  $\frown$  *mp*,  $\smile$  *ng*, cannot be halved to express the addition of *t* or *d*, unless they are hooked initially or finally; thus  $\frown$  *slumber*,  $\frown$  *slumbered*,  $\frown$  *impugn*,  $\frown$  *impugned*;  $\frown$  *canker*,  $\frown$  *cankered*. The double consonants,  $\lrcorner$  *lr*,  $\rceil$  *rr*, cannot be halved to indicate the addition of *t* or *d*, under any circumstances, because the signs  $\lrcorner$   $\rceil$  are utilized for the representation of *ld* and *rd* respectively. Write *ist* upward in  $\frown$  *salvationist*, etc.






















107. The half-length *r* [ $\frown$ ] must *never* be written alone, nor with final *s* only added. Words like  $\frown$  *rate*,  $\frown$  *writes*, are, therefore, written in full.




















The final sound of *rt* is generally expressed by the half-length *upstroke*, while the final sound of *rd* is, as a rule, expressed by the half-length *downstroke*; thus  *part*,  *pared*,  *dart*,  *dared*. Where it is not convenient, however, to write , the light half-length upstroke may be employed for the expression of the heavy sound; thus  *lard*,  *lured*,  *geared*.








### Exercise 93.















*Read, copy, and transcribe.*

1.       
2.       
3.       

### GRAMMALOGS.

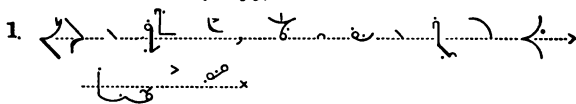
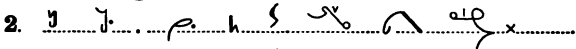
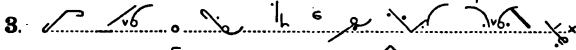
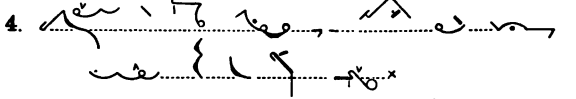
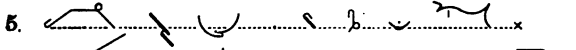
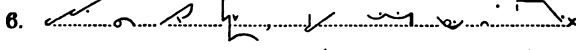
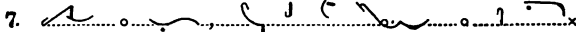
 *build-ing* or *able to*;  *told* or *till it*,  *tried*,  *toward* or *trade*,  *did not*,  *had not* or *do not*,  *chaired*,  *cheered*,  *if it*,  *that*,  *without*,  *third*,  *sent*,  *somewhat*,  *short*,  *met*,  *meeting*.

108. *Inter-*, *intro-*, or *enter-* is expressed by  *nt* joined or disjoined, as may be convenient; thus  *interfere*,  *interline*,  *introduce*,  *introspection*,  *entertain*,  *enterprise*.

109. The suffix *-ment* is expressed by  *ent*, when the sign  will not join easily; thus  *consignment*,  *commencement*,  *resentment*,  *pavement*,  *refinement*; but  is written in words like  *elopement*,  *commitment*,  *enjoyment*,  *agreement*,  *concealment*,  *detriment*.

Write several lines of each illustration.

**Exercise 94.***Read, copy, and transcribe.*

1. 
2. 
3. 
4. 
5. 
6. 
7. 

**Exercise 95.***Write in Shorthand.*

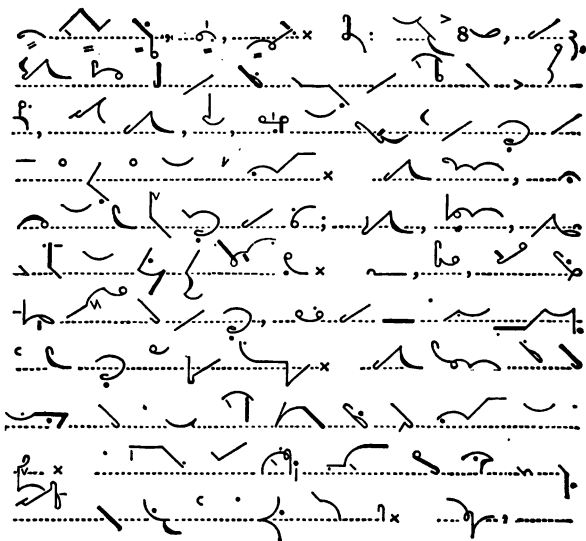
1. *The delay of-the scheme and-the giving up of-the first proposal was-the cause of great resentment.*
2. *The supervision of-the re-arranged district was-given to-him in consideration of-his great ability.*
3. *I-am convinced that-my interposition is necessary to remove-the misconception.*
4. *I-shall contrive to be present at the company's meeting to-morrow.*
5. *Be assured you-will repeat the sound results achieved by thousands.*
6. *We see-the impending struggle, but with your help we-shall conquer, hard though-the task may-be.*
7. *We-tried to-find out-the extent of-his trade, but-we-did-not succeed.*

## PHRASEOGRAMS.

at any rate,    at all events,    at all times,  
 at some time,    at the same time,  
 for some time,    from time to time.

## Exercise 96.

*Read, copy, and transcribe.*



**Exercise 97.**

*Write in Shorthand.*

Mr. Edward Hindley,  
Sandford, Ill.






Dear-Sir:








*In-reply-to-your-favor of-the 30th ult., we would-say that-we-are, at-all-times, willing to-replace any-part of a bedstead which-may-be-found damaged on-delivery, if-it-is quite-clear that-the fault is ours. You-may-rest assured that all-our bedsteads are built of-the finest steel and iron, and-that every care is taken to see that-the goods are right when sent out of-the factory. At-the-same-time, it-may happen, from-time-to-time, that some latent flaw may-be discovered when a bedstead has left our place, in-which-case we-are-only too-glad to remedy the defect, and-thus show our earnest desire to-turn out absolutely sound goods. Please indicate the faulty part, and-we-will forward one to-replace it.*






*Yours-respectfully,*














## LESSON 20.

### THE DOUBLING PRINCIPLE.

110. Curved strokes are doubled in length to indicate the addition of *tr*, *dr*, or *thr* (heavy); thus  *laughter*,  *lender*,  *another*,  *mother*,  *knitters*. The circle *s* at the end of a double-length stroke is read *last*, as usual. (Write two or three lines of each illustration in this and the following paragraphs.)

111. The double-length , when *standing alone*, or with a final circle only added, is reserved for the representation of *light sounds*; thus  *letter*,  *alter*; words like  *leader*,  *ladder*,  *leather*, being written as here shown. When initially circled and standing alone, *l* may be doubled for *tr*, *dr*, or *thr*; thus  *slighter* or *slider*.

112. Straight strokes with (a) *an initial circle*, (b) *a final hook*, (c) *a finally-joined diphthong*, or (d) *following another stroke*, are doubled in length to indicate the addition of *tr*, *dr* or *thr*; thus  *painter*,  *rafter*,  *sputter*,  *powder*,  *captor*.

113. The character  is doubled in length to express the addition of *r*; thus  *pamper*,  *temper*,  *chamber*; while the character  is doubled in length to indicate the addition of *kr* or *gr*; thus  *shrinker*,  *longer*. It is, however, generally more convenient to use the signs  and  in verbs, because they can be readily halved for the past tense; as  *clamber*,  *clambered*,  *conquer*,  *con-*

quered. The hooked forms may be doubled in length for the addition of the syllable *-er*; thus *linger*, *lingerer*, *lumber*, *lumberer*.

114. In very common words, where there is no likelihood of clashing, it is allowable to make a stroke double length to express the addition of *-ture*; thus *feature*, *signature*, *picture*.

115. Final *tr*, *dr*, or *thr*, when followed by a vowel, must be written, and not indicated by doubling; thus *flatter*, but *flattery*; *cinder*, but *cindery*; *signature*, but *signatory*.

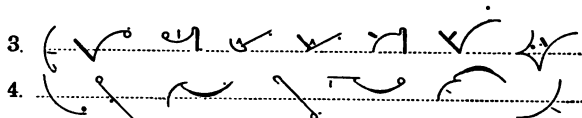
116. When the present tense of a verb is written with the double-length principle, the past tense is written with the half-length principle; thus *matter*, *mattered*; *ponder*, *pondered*; *canter*, *cantered*; *winter*, *wintered*; *loiter*, *loitered*.

117. Double-length downstrokes have only the third position, through the line; thus *plunder*, *splendor*, *tender*, *asunder*. Double-length horizontal letters take two positions only; thus *matter*, *motor*, *meter*; *canter*, *counter*. Double-length upstrokes may be written in any of the three positions, in accordance with the rules governing the position of outlines.

### Exercise 98.

Read, copy, and transcribe.

- 1.
- 2.



*Write in Shorthand.*

5. Mender, borders, spatter, remainder, skater.
6. Calendar, disasters, oyster, scatters, stamper.
7. Scamperer, doubter, pewter, grafters, electors.
8. Sector, protector, tutor, rendered, feathery.

#### GRAMMALOGS.

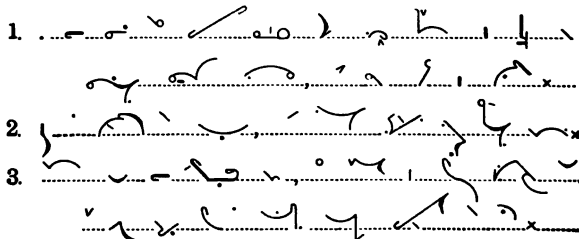
↗ spirit, ~ may not, ~ hand, ~ under, ~ yard,  
↘ word, ↗ wonderful-ly.

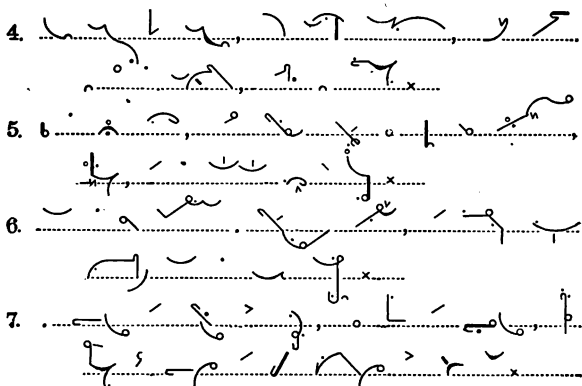
**118.** *Self-* is expressed by a disjoined circle *s*; thus  
 ↗ self-possessed, ~ self-defence, ~ self-conscious.

**119.** The terminations *-fulness*, *-lessness* and *-lousness* are expressed respectively by *disjoined* *fs* and *ls*; thus  
 ↗ usefulness, ~ uselessness,  
 ↗ lawfulness, ~ lawlessness, ↗ sedulousness.

#### Exercise 99.

*Read, copy, and transcribe.*



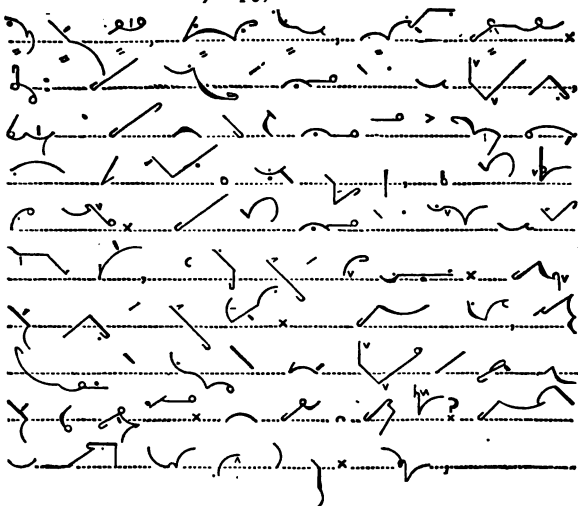
**Exercise 100.***Write in Shorthand.*

1. *If-this-is-the spirit in-which-you speak of-the secret, it-won't-be long ere it-is-known to all.*
2. *You-are wonderfully outspoken, and-not a yard will I-move until I-see-you under-the care of-the inspector.*
3. *If-you-can introduce a competent entertainer, I-will instruct the committee to pay him well.*
4. *In-your magnificent self-esteem you forget-the magnitude of-your self-imposed task.*

**PHRASEOGRAMS.**

**120.** In accordance with the preceding rules, the doubling principle is employed in phraseography for the indication of the words *there*, *their*; thus (a) In stroke logograms, as in in *their*, can be *there*, upon *their*, has to be *there*; (b) In outlines that are not logograms as I have seen *their*.



**Exercise 101.***Read, copy, and transcribe.***Exercise 102.***Write in Shorthand.*

Mr. John Henderson,  
Nome, Alaska.




Dear-Sir:






*We-have-your-letter of-March 24th, and-we-shall order-the cylinder bolts from-the factory before-there-is time for-the-other parts of-the machinery to-come forward. We-know-there-is an extra rush of-orders just-now, but-we-think-there-is-no likelihood of-your-order being delayed. If-there-is-the least indication of-such a thing we-will-see to-it that less pressing jobs are put aside, so-that nothing shall hinder the finishing of-your gold mining machinery by-the promised date.*



*Very-truly-yours,*

## LESSON 21.

### VOCALIZATION OF DOUBLE CONSONANTS.

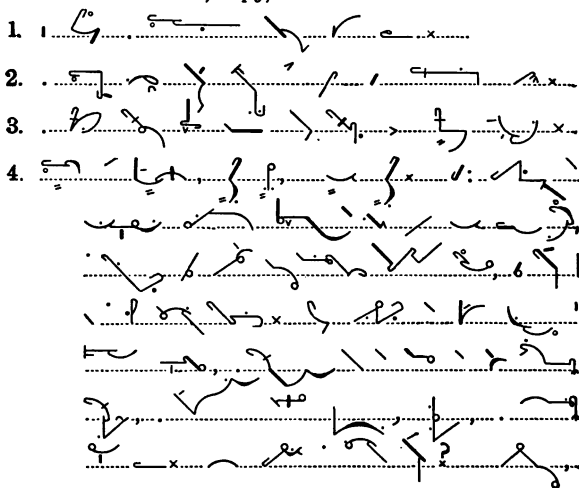
121. To obtain a good outline, the double consonants of the *pl* and *pr* series may be employed even though an accented vowel comes between the two consonants. If the intervening vowel is a dot vowel, it is expressed by writing a small circle AFTER the consonant stroke, for a *long* or *short* vowel; thus  *dark*,  *debonair*,  *hemisphere*.

122. An intervening dash vowel, or a diphthong, is expressed by writing the vowel or diphthong sign THROUGH the consonant stroke; thus  *Baltimore*,  *mixture*. When, however, an initial or a final hook or circle would interfere with the intersection of the vowel-sign, the latter may be written at the BEGINNING of the stroke for a first-place vowel or diphthong, and at the END for a third-place vowel or diphthong; thus  *corporal*,  *figuration*; also when the general rule of placing the circle is awkward of application, the circle may be written before the stroke; thus  *flashily*.

123. The methods of vocalizing the double consonants provide the writer with an additional means of distinguishing words in *-tor* from words in *-ture*; thus  *captor*,  *capture*.

### GRAMMALOGS.

 *school*,  *schooled*.

**Exercise 103.***Read, copy, and transcribe.***Exercise 104.***Write in Shorthand.*

Mr. Charles Reid,  
Oxford, Mass.














Dear-Sir:






*I-have-your-favor of-the 24th inst., and-I-find that-the-terms you propose are, on-the whole, reasonable. Your calculation of-profits, however, is palpably wrong in-one instance, as you-will-see on further-examination. You-will recollect that-it-will-be-necessary for-you to-cultivate the trade in-your district. My former representative was culpably careless towards-the end of-his engagement, and-the business will require a little nursing for a time. I-am-perfectly sure, however, that a display of energy by a sharp man of persua-*




sive talents, *and a judicious distribution of-the literature I-will send you, will soon encourage a return of-the former extensive sales. Please call here on-Thursday to-sign-the agreement.*

*Yours-truly,*

## CONTRACTIONS.

 commercial,     financial,     especial-ly,  
            influential,     uninfluential,  
        substantial-ly,     unsubstantial-ly,  
            controversy-sial,     circumstance,  
        circumstantial,     immediate,     immediately,  
                            prejudice-cial.

**124.** (a) Before the circled letters  *in-* is expressed by a small hook, written in the same direction as the circle; thus  *inspiration*,  *instructor*,  *inscrutable*,  *inhabit*.

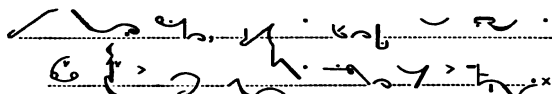
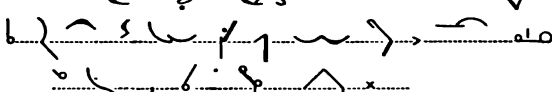
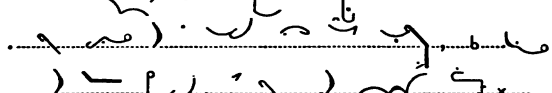
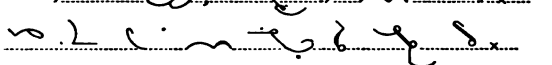
(b) The small hook for *in-* is never used in negative words, that is in words where *in-* has the signification of *not*. In all such cases *in-* must be written with the stroke *n*, as  *hospitable*,  *inhospitable*,  *inhuman*.






125. The suffix *-mental*, *-mentally*, or *-mentality* is expressed by *disjoined*  $\sim$  *mnt*; thus  $\sim$  *instru-*  
*mental-ly-ity*.

### Exercise 105.





*Read, copy, and transcribe.*

1. 1. -) . . . . .

2.    
 3.    
 4.    
 5. 

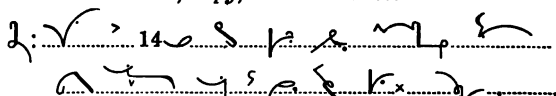
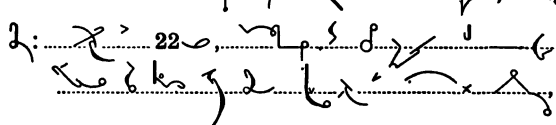
126. Any unimportant word such as *the, of, or, etc.*, may be omitted in a phraseogram; thus  for (*the*) *sake* (*of*),  *more* (*or*) *less*,  *side* (*by*) *side*, etc. It is well to vocalize *him* (so that it may not clash with *me*) in such phrases as  *before him*,  *to him*, etc.

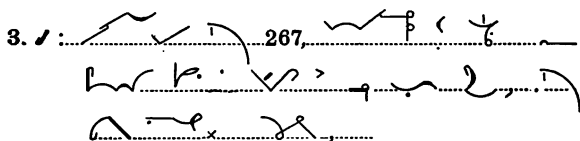
#### PHRASEOGRAMS.

 *I am directed to state*,  *I am instructed to state*.  
 *I am requested to state*,  *deliver immediately*.

#### Exercise 106.

*Read, copy, and transcribe.*

1.    
 2. 



### Exercise 107.

*Write in Shorthand.*

1. *It-is especially important that-you-should deliver-the goods immediately.*
2. *The unsubstantial nature of-the commercial traveler's resources rendered his chances hopeless.*
3. *The circumstances attending-the controversy were far from pleasing to-him.*
4. *Please-note that-the-present order came through-the instrumentality of Mr.-Smith, and-is supplemental to-the one we received yesterday.*
5. *Dear-Sir:*

*In-reply-to-your-letter of-the 16th inst., I-am-directed-to-state that-there-is-no such policy holder on our books. Very careful examination has-been made, and-it-must-be that your clerk was in error.*

*Respectfully-yours,*

6. *Gentlemen:*









*I-am-requested to ask if-you-can deliver-immediately at our central depot in New York, three of-your No. 4 Bicycles, fitted with Coaster Brake, and to ask, if-you-are unable to arrange this, upon what date you-could make delivery?*









*Yours-truly,*

## LESSON 22.

### DIPHONIC OR TWO-VOWEL SIGNS

**127.** Special signs called *diphones* have been provided to represent two vowel-sounds occurring consecutively, each being separately pronounced.

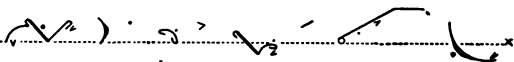
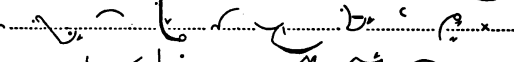
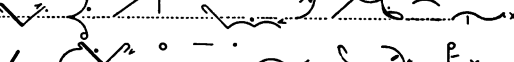
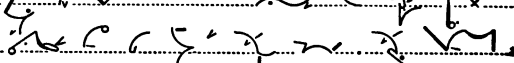
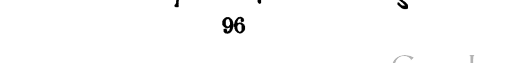
(a) A *dot vowel* immediately followed by another vowel is indicated by the *diphone*  thus  *sahib*,  *ultraist*,  *layer*,  *surveyor*,  *real*,  *geography*,  *glorious*.

(b) A *dash vowel* immediately followed by another vowel is indicated by the *diphone*  thus  *flawly*,  *drawer*,  *showy*,  *bestowal*,  *brewery*,  *truant*,  *Lewis*.

(c) It will be observed that the *first* vowel-sound in these combinations *determines* the *place* of the vowel-sign.

### Exercise 108.















*Read, copy, and transcribe.*













1. 
2. 
3. 
4. 
5. 


*Write in Shorthand.*

6. Such a policy *would-be* ruinous *to-our* firm and lead *to* disagreeable *circumstances*.
7. The matter *of-the* Gaiety Theatre *is-to-be* left in abeyance.
8. Kindly re-arrange the terms and see *to-the* re-insurance *of-the* theatrical costumer's premises *without* delay.
9. The bestowal *of-these* honors *upon-the* principal *of-the* college and-his coadjutor, Mr. Lewis Owen, has given great-pleasure *to all-their* pupils.








## CONTRACTIONS.

 passenger,     danger,     dangerous,     stranger,  
 messenger,     manuscript,     understand,  
 understood,     whenever,     whatever,  
 transcribe,     transcript,     transcription,  
 transfer. (The letter *n* is frequently omitted in the prefix *trans*.)

**128.** Negative words which begin with *il-*, *im-*, *in-* or *un-*, are distinguished from the positive by repeating the first consonant; thus  legible,  illegible;  mortal,  immortal;  noxious,  innoxious;  known,  unknown. Negative words commencing with *ir-* may generally be distinguished without repeating the *r*; thus  resolute,  irresolute. But it is sometimes necessary to repeat the consonant; thus  redeemable,  irredeemable.

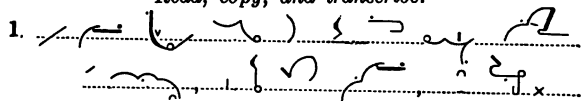
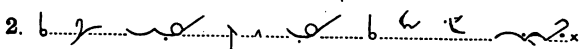
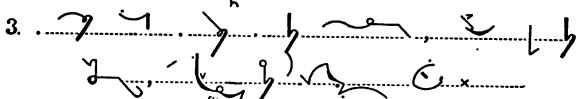
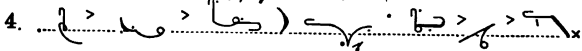
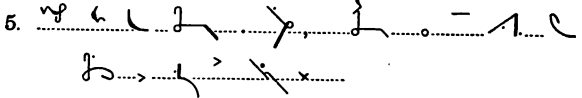
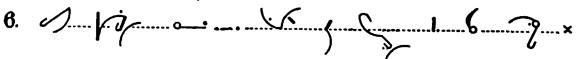
**129.** The suffix *-ly* is generally expressed by  joined or disjoined, as may be convenient; thus









 sweetly,  friendly,  absolutely,  confidently. The *l* hook may sometimes be used in words ending in *-ly*; thus  briefly,  deeply,  actively.

### Exercise 109.

*Read, copy, and transcribe.*

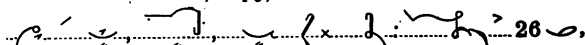
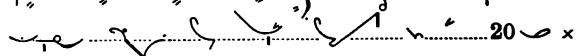
1. 
2. 
3. 
4. 
5. 
6. 

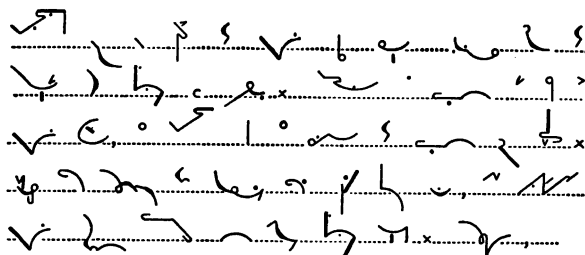
### PHRASEOGRAMS.

 I regard,  I regret,  I do not understand,  
 your esteemed favor,  I am in receipt of your  
 esteemed favor,  in reply to your esteemed favor.

### Exercise 110.

*Read, copy, and transcribe.*

1.  26
2.  20



### Exercise 111.

*Write in Shorthand.*

1. *If-the instructor destroys the instruments, he-may cause irreparable mischief.*
2. *The transmission of-the transcription proved more dangerous than-the stranger expected.*
3. *I-understood that-the-transfer of-the stock was-made at-the-end of-last September.*
4. *The Victoria Chemical Co.,  
Brooklyn, N. Y.*

*Gentlemen:*

*In-reply-to-your-esteemed-favor of-yesterday, the reason why we returned you-the barrel of zinc sulfate was because analysis showed that-it-was-not equal to-our sample, and was, therefore, quite useless to us. We-do-not-understand why it-was sent, since we-presume you were aware that such a standard would-not suit our purpose at-all. Please send us another barrel immediately, and-be careful to see that-it-is exactly what we ordered.*

*Very-truly-yours,*

## LESSON 23.

### W AND Y DIPHTHONGS.

**130.** When the sound of *w* or *y* (or *ɪ*) is followed by a vowel, long or short, and a *diphthong* is formed, the resulting diphthongs are represented as follows:  $\dot{\curvearrowright}$  *w* series;  $\dot{\curvearrowleft}$  *y* series:

(a) *w* plus a dot vowel-sound by a small left semicircle:  
 $\dot{\curvearrowright}$  Zouave,  $\dot{\curvearrowright}$  assuage,  $\dot{\curvearrowright}$  sea-weed,  $\dot{\curvearrowright}$  twenty,  
 $\dot{\curvearrowright}$  twinge.

(b) *w* plus a dash vowel-sound by a small right semicircle:  
 $\dashv\curvearrowright$  abbatoir,  $\dashv\curvearrowright$  misquote,  $\dashv\curvearrowright$  work,  $\dashv\curvearrowright$  drift-wood.

(c) *y* plus a dot vowel sound by a small lower semicircle:  
 $\dot{\curvearrowleft}$  Spaniard,  $\dot{\curvearrowleft}$  spaniel,  $\dot{\curvearrowleft}$  yearly.




(d) *y* plus a dash vowel sound by a small upper semicircle:  
 $\dashv\curvearrowleft$  rebellion,  $\dashv\curvearrowleft$  million,  $\dashv\curvearrowleft$  accuse.





The dot or dash vowel in these diphthongs determines the place to be occupied by these signs.

**131.** (a) The right semicircle for *waw* or *wɔ* may be joined to —  $\curvearrowright$  — as in  $\curvearrowright$  walk,  $\curvearrowright$  warm,  $\curvearrowright$  warn,  $\curvearrowright$  water,  $\curvearrowright$  watcher,  $\curvearrowright$  washer,  $\curvearrowright$  Walmsley,  $\curvearrowright$  wampum.















(b) The right semicircle is also prefixed to — —  $\curvearrowright$  as an abbreviation for *w*; thus  $\curvearrowright$  woke,  $\curvearrowright$  wig,  $\curvearrowright$  women,  $\curvearrowright$  Wimpole.

**132.** In proper names, the left semicircle is prefixed to downward *l*, as an abbreviation for *wt*; thus

 *William*,  *Wilks*,  *Wilson*.





































**133.** The joined initial semicircle is always read first, so that the abbreviated form of *w* cannot be employed in words commencing with a vowel; compare  *wake* and  *awake*;  *woke* and  *awoke*.

### CONTRACTIONS.

 *better than*,  *rather than*,  *rather or writer*,  
 *perform-ed*,  *performer*,  
 *performs-ance*,  *reform-ed*,  *reformer*,  
 *reformation*,  *inform-ed*,  *informer*,  
 *information*,  *thankful*,  *thanksgiving*.

### Exercise 112.

*Read, copy, and transcribe.*

1.     
2.      
3.     
4.     
5.     
6.     
7.     

## PHRASEOGRAMS.

*I have to inform you, • please inform us,*  
*please quote us, please let me know,*  
*please let us know, please note,*  
*please forward.*

## Exercise 113.

*Write in Shorthand.*

- We-must warn-the workman not to-make-the washers too tight.*
- They did their best to assuage the pain, but-the woman's weakness rapidly increased.*
- Please-quote-us for 5,550 copies in typewritten facsimile of-the enclosed circular.*
- Please-let-us-know when you-can deliver-the fifty bales of cotton, which-are still due.*
- Mr. Wm. Bryon,  
Milton, Mass.*

*Dear-Sir:*

*In-reply-to-your-esteemed-favor of-the 8th, I-have-to-inform-you that-the sale of-the property referred to takes-place on-the 26th inst. If-you desire further-particulars in-addition-to-those given in-the catalog enclosed, I shall-be-glad to furnish them. Please-note that-there-is-no present-intention of disposing of-the hotel in Royal Avenue. I-can, however, inform-you of-some very-good hotel property which-is for-sale, if-you care to speculate in-that-direction. Yours-very-truly,*

**134.** (a) *Accom-* is represented by a joined or disjoined — *k*; thus *accommodation*, *accommodate*.

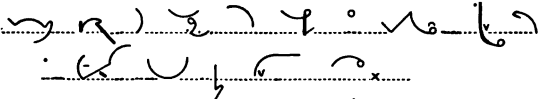
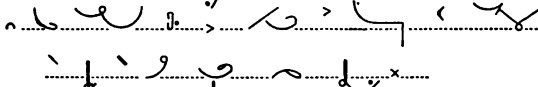
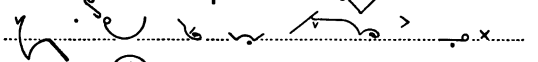
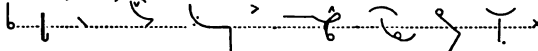
(b) The termination *-logical-ly* is expressed by a disjoined / *j*; thus *mythological*.

CONTRACTIONS.

✓ proficient-cy-ly, 1 deficient-cy-ly, U efficient-cy-ly,  
 U inefficient-cy-ly, U sufficient-cy-ly,  
 U insufficient-cy-ly, V observation, V preservation,  
 L electric, L electrical, F electricity,  
 1 inconsiderate, 9 selfish-ness, 9 unselfish-ness.

Exercise 114.

Read, copy, and transcribe.

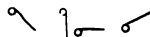
1. 
2. 
3. 
4. 

Write in Shorthand.














5. *For-the accommodation of-its readers, a medical journal of international repute conducted a series of weekly discussions as to-the progress of civilization from a biological and ethnological viewpoint.*
6. *The "Psychological Review," for-the preservation of-its large circulation, has introduced among several features a department to-be devoted to-the electrical trade.*
7. *You-will-see, therefore, that your conclusions are both inconsistent and inconsiderate, and-we-trust you-will acknowledge-the inconsistency of-your position now that our unselfishness has-been sufficiently proved to-you.*

## LESSON 24.

### PREFIXES AND SUFFIXES REVIEWED.

135. (a) *Con-* or *com-*, when it is the first sound in a word, is expressed by a *light dot*, written at the commencement of the outline.
- (b) When the syllable *con-*, *com-*, *cum-*, or *cog-*, occurs between two consonants, it is indicated by writing the second consonant *close to* or *under* the first.
- (c) *Accom-* is represented by a joined or disjoined — *k*.
- (d) *Inter-*, *intro-*, or *enter-*, is expressed by  $\sim$  *nt* joined or disjoined, as may be convenient.
- (e) *Magna-*, *magni-*, or *magne-*, is expressed by a disjoined  $\frown$  *m*.
- (f) *Self-* is expressed by a disjoined circle *s*.
- (g) Before the circled letters  *in-* is expressed by a small hook, written in the same direction as the circle.
- (h) The small hook for *in-* is never used in negative words, that is in words where *in-* has the signification of *not*. In all such cases *in-* must be written with the stroke *n*.
- (i) Negative words which begin with *il-*, *im-*, *in-*, or *un-*, are distinguished from the positive by repeating the first consonant.

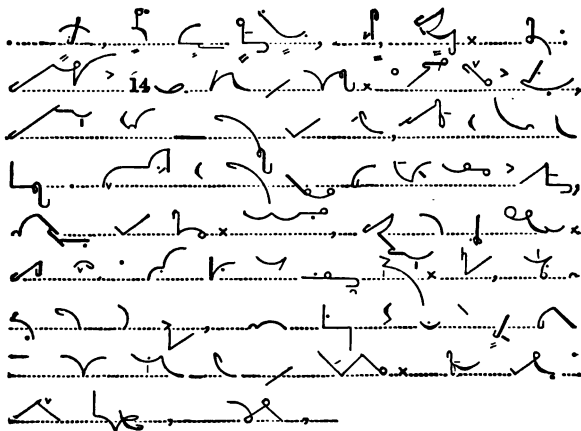
PHRASEOGRAMS.

 early consideration,       further consideration,  
 further considered,       take (taken) into con-  
     shall be taken into consideration,  
 as soon as convenient,       in consequence,  
     and the contrary,       on the contrary,  
 to the contrary,       at your early convenience,  
     general manager,       yours sincerely,

The prefix *con-* may be omitted in any phrase similar to the foregoing.

Exercise 115.

Read, copy, and transcribe.















**Exercise 116.***Write in Shorthand.*

*The Downes & Plewes Co., Inc.,  
Congress St., Brooklyn, N. Y.  
Gentlemen:*













*On further-consideration I-have-decided to-accept your-offer of-the premises in Sycamore Avenue, subject to possession being given by-the 1st September. Perhaps you-will give early-consideration to-the possibility of-this being arranged, and let me know your decision as-soon-as-convenient. I-am-obliged to stipulate for-this condition in-consequence of-having to vacate my present premises by-the date named. I-must ask-you to-take-into-consideration also the fact that I-shall-be-obliged to-make several alterations before-the premises are exactly suitable for-my-requirements. Trusting to-receive a reply at-your-early-convenience,*

*Yours-sincerely,*









- 136.** (a) The suffix *-ing* is generally expressed by the stroke , and *-ings* by ; but when the stroke is not convenient, *-ing* is expressed by a light dot, and *-ings* by a light dash.
- (b) The endings *-ality*, *-ility*, *-arity*, etc., are indicated by *disjoining* the stroke preceding the ending.
- (c) The termination *-logical-ly* is expressed by a disjoined .
- (d) The suffix *-ment* is expressed by  *ent*, when the sign  will not join easily.
- (e) The suffix *-mental*, *-mentally*, or *-mentality* is expressed by *disjoined*  *mnt*.
- (f) The suffix *-ly* is generally expressed by  joined or disjoined, as may be convenient. The *l* hook may sometimes be used in words ending in *-ly*.

- (g) The suffix *-ship* is expressed by  joined or disjoined, as may be convenient.
- (h) The terminations *-fulness*, *-lessness* and *-lousness* are expressed respectively by *disjoined*  *fs* and  *ls*.

GRAMMALOGS AND CONTRACTIONS.









































 *never*,  *nevertheless*,  *notwithstanding*,  
 *enlarge*,  *enlarged*,  *probable-ly-ity*,  
 *practice*, *practise-d*,  *practicable-ly*,  
 *imperfect-ion*,  *satisfaction*,  *satisfactory*,  
 *unsatisfactory*.

PHRASEOGRAMS.

 *I have concluded*,  *satisfactory conclusion*,  
 *unsatisfactory conclusion*,  *under the circum-*  
*stances*,  *best of my ability*,  *best of our ability*,  
 *best of your ability*,  *best of their ability*.

Exercise 117.

Read, copy, and transcribe.

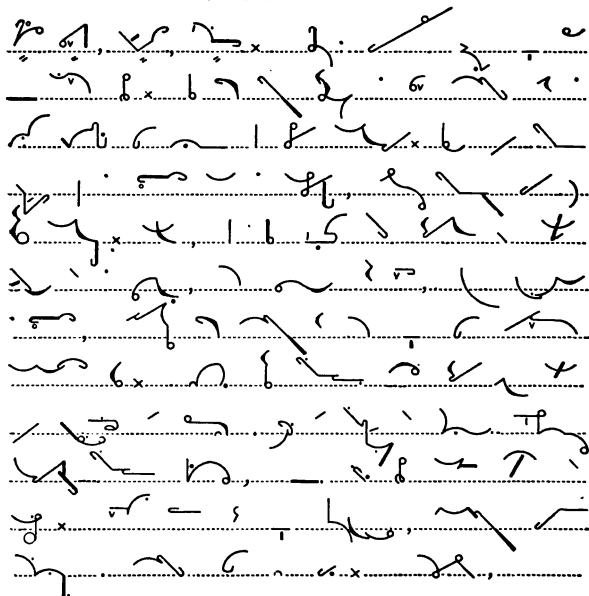
1.          
2.          
3.          
4.          

*Write in Shorthand.*

5. *Having considered all-the circumstances, I-have-concluded to-give you-the agency, and-I-hope-you-will exert yourself to-the best-of-your-ability to-make-it profitable to both of us.*
6. *We-assure-you that-the business shall-be looked after to-the best-of-our-ability, and-that-we-shall spare no pains to-bring-the-matter to a satisfactory-conclusion.*

### Exercise 118.

*Read, copy, and transcribe.*



**Exercise 119.***Write in Shorthand.*

Mr. George Manning,  
St. Paul, Minn.

Dear-Sir:

*In-reply-to-your-favor of-yesterday, we would-say that-we-never hesitate to-replace a machine which does-not give complete satisfaction. Nevertheless, where practicable we like to assure ourselves that-the-imperfection was present when-the-machine left our hands. As a rule, this-is very improbable, because-we-take every care to insure an absence of imperfection in every machine sent-out. It-is satisfactory to us to know that-you-will-not permit this accident to interfere with your friendship for our firm. We flatter ourselves that-you-recognize us as practical men, who-have always practised straight-forward business methods.*

*Respectfully-yours,*

## LESSON 25.

### OMISSION OF CONSONANTS AND FIGURES.

**137.** In order to obtain more facile outlines, certain medial consonants may be omitted, as follows:

(a) *P* between *m* and *t*, or between *m* and *sh*; thus

prompt, stamped, redemption,  
 presumption.

(b) *T* between the circle *s* and another consonant;

thus postage, postage stamp, postpone,  
 testimony.

(c) *K* or *g* between *ng* and *t* or *sh*; thus adjunct,

conjunction, anxious, sanction.

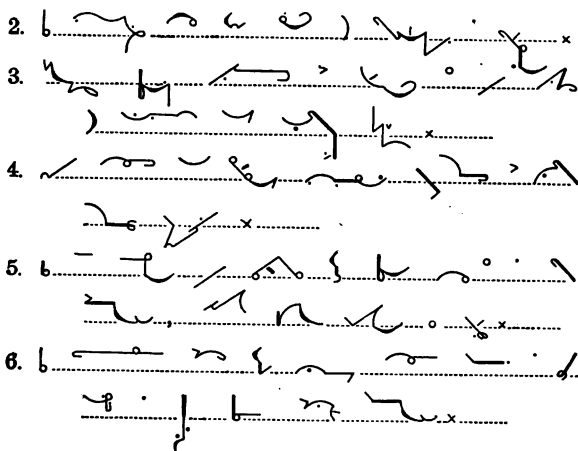
### GRAMMALOGS AND CONTRACTIONS.

mistake, mistaken, domestic,  
 character, characteristic, description,  
 justification, generalization, organize-d,  
 organization, extinguish-ed, distinguish-ed,  
 relinquish-ed, covenant, govern-ed,  
 government, magnetic-ism.

### Exercise 120.

Read, copy, and transcribe.

1.

**Exercise 121.***Write in Shorthand.*

1. *We read in-the new magazine that-the-government has relinquished-the claim to control the domestic policy of-the ruler and-there-is justification for-it.*
2. *The distinguished speaker in-his generalization summed up-the character of-the organization with characteristic ability, though-we-think he-was mistaken in-his condemnation of-the recently signed covenant.*
3. *Mr. Charles Warner,  
Cleveland, Ohio.*

*Dear-Sir:*

*Your-favor of-the 4th is at hand. We-consider Barnes' offer almost a presumption. At-any-rate, it-is-no temptation to us to-sell, and-we-have promptly declined it. Please use the strongest efforts to secure Anderson's order. You-*

*can promise punctual delivery in a week's-time. The market here is very restless, and business is languishing in-consequence. We-note your remarks about-the sacks, and-will attend to-the-matter immediately.* Yours-truly,

**138.** Figures *one* to *seven*, and the figure *nine* are written in shorthand. All other numbers, except round numbers, are represented by the ordinary Arabic numerals. Round numbers, and *dollars* may be expressed by using the shorthand letters, as follows:

∩ for *hundred* or *hundredth*; thus 4 ∩, 400.

( for *thousand*; thus 5 (, 5,000; 5 ∩, 500,000;  
250 {, \$250,000.

∩ for *million*; thus 4 ∩, 4,000,000; 4 ∩∩, 400,000,000.

\ for *billion*; thus 2 \, two billions.

*Dollars* and *cents* may be written thus 7<sup>16</sup>, \$7.16.

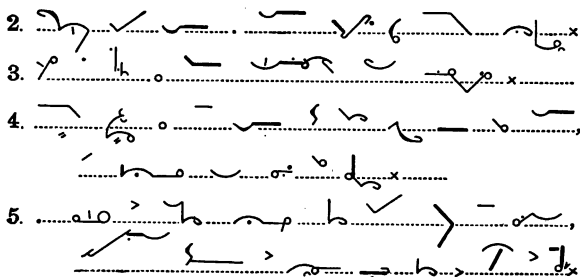
#### GRAMMALOGS AND CONTRACTIONS.

— captain,, \ capable, ∩ incapable,  
— appointment, ∩ disappointment,  
∩ attainment or atonement, ∩ entertainment,  
∩ contentment, ∩ indignant-ation, ∩ resignation,  
— antagonist-ic-ism, ∩ inscribe-d, ∩ inscription,  
∩ instructive, ∩ instruction.

#### Exercise 122.

*Read, copy, and transcribe.*

1.



### Exercise 123.

*Write in Shorthand.*

1. *The resignation of so capable a man has-been a great-disappointment to-the-members.*
2. *I-understand he-is indignant at-the treatment given to-his late antagonist.*
3. *He-thinks-the committee are incapable of-making sufficient atonement for-their conduct.*
4. *The cotton marketed since September 1 exceeds 12¼ million bales. The actual production cannot have-been far short of 14,000,000 bales. Spinners' takings from September 1 to June 2 amounted to 10,269,000, of-which 2,514,000 were British, 3,815,000 Continental, etc., and 3,940,000 American and Canadian. It-is computed that-the-present supply, visible and invisible, amounts to 6,768,000 bales. The prospects for next year appear to be anywhere between 11,000,000 and 14,000,000 bales, but it-is-impossible to predict more closely than this.*



## LESSON 26.

### COMPOUND WORDS AND INTERSECTIONS.

139. Compounds of *here*, *there*, *where*, etc., are written as follows:

hereat, 
 hereto, 
 hereof, 
 herewith,  
 heretofore, 
 herein, 
 hereon, 
 thereat,  
 thereto, 
 therewith, 
 therein, 
 thereon,  
 whereat, 
 whereto, 
 whereof,  
 wherewith, 
 wherein, 
 whereon,  
 whereas, 
 whereabout, 
 inasmuch,  
 furthermore.

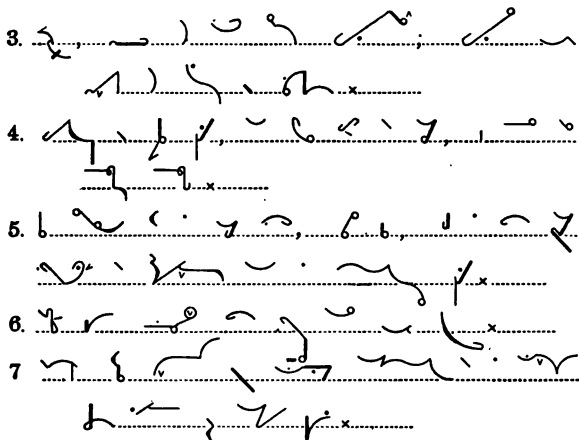
### CONTRACTIONS.

discharge-d, 
 displeasure, 
 dissimilar,  
 expenditure, 
 expensive, 
 extraordinary,  
 extravagant-ce, 
 manufacture-d,  
 manufacturer, 
 intelligent, 
 intelligence,  
 intelligible, 
 advertise-d-ment.

### Exercise 124.

Read, copy, and transcribe.

1.   
 2.



### Exercise 125.

*Write in Shorthand.*

1. *We-have-your-letter of-the first-instant, and-the accounts therein referred to are enclosed-here-with.*
2. *We-call your attention thereto, and entrust the consideration thereof to-yourself and partner.*
3. *Please-note-that-the-goods named in-the-order enclosed-here-with must-be delivered forthwith.*
4. *Mr. Abraham Samuels,*  
*St. Louis, Mo.*

*Dear-Sir:*

*Will-you let-us give you information wherewith you-can save from twenty to fifty per-cent. in-your Billing and Order Department? The information offered herewith is yours for-the asking. See slip attached hereto. Would thank-you for an acknowledgment.*

*Yours-very-truly,*

**Exercise 126.***Write in Shorthand.*

Mr. Benjamin J. Neale,  
St. Joseph, Mo.

Dear-Sir:

Herewith *we-have-the-pleasure* to enclose our new price-list, wherein *you-will-find* particulars of several lines that should appeal to-you. *You-will-see-the* details whereof we speak on page 44.

*Respectfully-yours,*

**Exercise 127.***Write in Shorthand.*

Mr. Clement Newton,  
Dayton, Ohio.

Dear-Sir:

*May-we* advise you to-try-the expenditure of a few dollars on an advertisement in-our columns? *You-will-find-the* cost not extravagant, while-the result we-are confident, *will-be* very satisfactory. *We-know-the* old ways of displaying advertisements, and-we adopt entirely different methods, less expensive, and far more effective. *We-enclose* our rates, and-trust to-hear from-you.

*Yours-truly,*

140. The shorthand writer may provide himself with brief, distinctive, and easily written outlines for the titles of companies, officials, etc., and for frequent colloquial phrases, by employing the principle of intersection, or the writing of one stroke consonant through another, as in the examples which follow, and from which the student may devise similar phraseograms to suit his requirements. Thus \ may be used for party; \ for bank; | for attention; | for

department; / for *Journal*; — for *company*; ( for *authority*; ) for *society*; / for *railroad*; ) for *arrange-d-ment*; etc.; as ~~S~~ political party, ~~S~~ party question, ~~V~~ Bank of New York, ~~S~~ National Bank, ~~A~~ my attention has been called, ~~A~~ I ask attention, ~~T~~ wagon department, ~~T~~ shipping department, ~~P~~ Pitman's Journal, ~~T~~ Journal of Commerce, ~~H~~ Hazel & Co., ~~X~~ The Jones Publishing Co., ~~C~~ local authority, ~~M~~ medical authorities, ~~D~~ dramatic society, ~~X~~ Pennsylvania R.R., ~~S~~ South Carolina R.R., ~~A~~ I shall arrange, ~~A~~ I have arranged, ~~S~~ please make arrangements.

When the direction of the strokes will not allow of intersection, the second stroke may be written close to or under the first; as ~~o~~ Knox & Co.











### Exercise 128.

*Write in Shorthand.*

1. The party leaders are to-meet to-morrow-evening to-make-arrangements for-the coming election.
2. The manager of-the State Bank writes to-the "Engineering Journal," calling attention to-the new savings department.
3. The New York Publishing Co., has issued a new catalog of-its works.
4. The medical authorities declare the port absolutely free from-the plague.
5. The Baltimore Musical and Dramatic Society gives its first entertainment of-the season to-morrow-evening.

6. A big increase is reported *in-the* traffic returns of *the* Missouri Pacific Railway.
7. *I-will* arrange *the* matter as *I-have* arranged it before.

## CONTRACTIONS.

 individual,  investment,  interest,  
 interested,  uninteresting,  disinterested-ness,  
 applicability,  astonish-ed-ment,  
 certificate,  contingency.

## Exercise 129.

Write in Shorthand.







Mr. R. Mason,  
Toronto, Can.

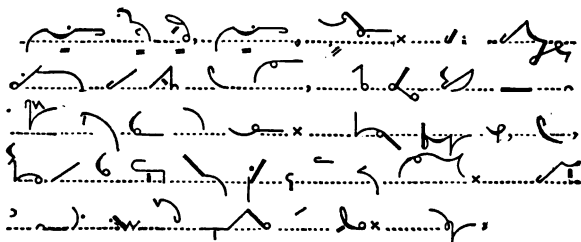
Dear-Sir:

Referring *to-the* individual who called last-week respecting an investment, *it-may* interest-you to know *that-we-have* discovered, *to-our* astonishment, *that-the* man has since left-the country. We-were-told by a perfectly disinterested person *that-the* stranger had had a far from uninteresting career. We-now see-the applicability of-his remark about not having "all-your eggs in one basket," *though-we-could* not make-it applicable to-his business at-the-time. We-will let you know if-we hear anything-further about-him.

Respectfully-yours,

## PHRASEOGRAMS.

 just possible,  just received,  last week,  
 this week,  next week,  last month.

**Exercise 130.***Read, copy, and transcribe.***Exercise 131.***Write in Shorthand.***Mr. S. Webb,**

New Orleans, La.

*Dear-Sir:*

*We have just received a cable informing us that the goods you wrote about last week have been shipped and may be expected here at the end of next week. Last month's sales, it appears, were unusually heavy, and there was a little delay in obtaining exactly the material required. Our correspondents inform us also that it is just possible that prices will rise, and that instructions must be sent immediately if they are to forward a further supply at present rates.*

*Yours truly,*

## LESSON 27

### DISTINGUISHING VOWELS AND DISTINGUISHING OUTLINES.

141. Regular and systematic practice in the writing and reading of shorthand characters, with a careful following of the rules for the indication of vowels, will enable the student to dispense with vocalization to a large extent. Nevertheless, he should not hesitate to insert a vowel where it seems necessary for the sake of distinction, as, for instance, in such words as *lady* (to distinguish it from *load*), *enemy* (to distinguish from *name*), *extricate* (to distinguish from *extract*). An uncommon proper name, too, should always be vocalized when written for the first time, though the outline may be left unvocalized should the name occur again in the same matter. Speaking generally, the stenographer should rather err on the side of over-vocalization than run any risk of illegibility by omitting necessary vowels.

#### Exercise 132.

*In this exercise the italic letters indicate the vowels which should be inserted.*

We should-neither accept any theories nor adopt any views, however voluble the advocates of-such-may-be except we-are convinced that-they-are authorized, and-have-been tested and attested by-those upon whose veracity we-can rely, or unless our-own reason approves of-them and-we-have ample proof that-though they-may-have some defects, their adop-

tion will-be valuable to us in-the-main, that-we may employ them to-the benefit of-ourselves and others, and-that-they-will-be readily available on occasions of necessity. No matter how apposite the arguments may appear which-are adduced to-move us from an opposite opinion, we should-be as adamant in-the face of any demand upon-the feelings, which-our reason does-not sanction.

## CONTRACTIONS.

demonstrate,    remonstrate,    ministry,  
 familiar-ity,    preliminary,    singular,  
 indispensable-y.

## Exercise 133.

Write in Shorthand.

1. *It-is singular that-they should choose such a time to demonstrate their strength.*
2. *The original owner was a very singular individual, who never indulged in familiarity with anyone.*
3. *Mr. Richard Young,  
Milwaukee, Wis.*







Dear-Sir:

Replying to-your-favor of-the 1st inst., the original of-the document to-which-you-refer, may-be-seen here after a preliminary examination of-your credentials. This-is an indispensable condition, and-it-is singular that-you-should-not-be familiar with-it. The circumstances would appear to show that-you-are a stranger in-this district. We-shall-be-pleased, however, to see-you whenever you care to-call.



















































Yours-truly,



**142.** There are some words which have *outlines of their own*; that is, they are readily recognized by their distinctive forms, which it is difficult to read for any but the words they are intended to represent. The following are examples of such words:

 instincts,  disqualifies,  distinction,  
 pronounce,  miserably,  fortunately.

**143.** The following list of similar words, distinguished by a difference of outline, is selected from the longer list given in "Pitman's Shorthand Instructor."









 petrify,  putrefy;  passionate,  
 patient;  purpose,  propose,  
 perhaps;  appropriate,  property,  
 propriety,  purport;  appropriation,  
 preparation;  proffer,  prefer;  
 provide,  pervade;  prosecute,  
 persecute;  prosecution,  persecution;  
 detrimental,  determined;  debtor,  
 editor;  defray,  defer;  courage,  
 carriage;  factor,  factory;  
 favored,  favorite;  staid,  steady;  
 considerate,  considered;  impassioned,  
 impatient;  unavoidable,  inevitable;  
 learned (verb),  learned (adjective);  
 regard,  regret. Pure and poor, and derivatives of these words are written in the third position, and are distinguished thus:  pure,  purely,  
 pureness;  poor,  poorly,  
 pooriness.

**Exercise 134.**

*Write in Shorthand. The distinguished words are printed in SMALL CAPITALS.*

1. PERHAPS you PROPOSE to accomplish your PURPOSE in-another-way.
2. The presence of-the ladies will-PROVIDE an air of-quietness that-is sure to-PERVADE-the whole conference.
3. I-fear-the PROSECUTION has become a PERSECUTION, and-that-they PROSECUTE the case now rather to PERSECUTE the UNFORTUNATE man than to-secure justice.
4. The STEADY COURAGE of-the STAID student in stopping the CARRIAGE won-the admiration of-the FACTOR, and-the youth is-now engaged at-the FACTORY.
5. We-were-FAVORED with an IMPASSIONED address from our FAVORITE speaker, who, IMPATIENT at what-he CONSIDERED-the want-of CONSIDERATE treatment by-the mayor, gave us a rousing discourse.

**CONTRACTIONS.**

 *indescribable*, 
  *indiscriminate*, 
  *sensible-ly-ility*,  
 *peculiar-ity*, 
  *perpendicular*,  
 *proportion-ed*, 
  *proportionate-ly*,  
 *establish-ed-ment*.

**Exercise 135.**

*Write in Shorthand.*

(a) Dear-Sir: The peculiar novelty about which-you inquire is simply indescribable in a letter, as we-are perpetually informing inquirers. We-have-just established a branch in New York, where you-can inspect-the article at any-time. Respectfully-yours.

(b) *Dear-Sir: The indiscriminate attacks which-you have-been pleased to-inake upon-the management of-this establishment are altogether out-of proportion to-the gravity of-the mistake we made, and-we appeal to-you to discontinue them at-once. Respectfully-yours,*

### Exercise 136.

*Write in Shorthand.*

Messrs. L. Baring & Co.,  
Indianapolis, Ind.

*Gentlemen:*

*We-are-deeply sensible of-your-kindness in giving us-the information set forth in-your-favor of-the 10th inst., and-we-shall-be-pleased to-reciprocate at any-time when-it-may-be in-our power to-do-so. The business is a peculiar one, and-we-have to be careful not to-take an undue proportion of-risk by indiscriminate haste. Thanking you again for-your courtesy, we remain*

*Yours-very-truly,*

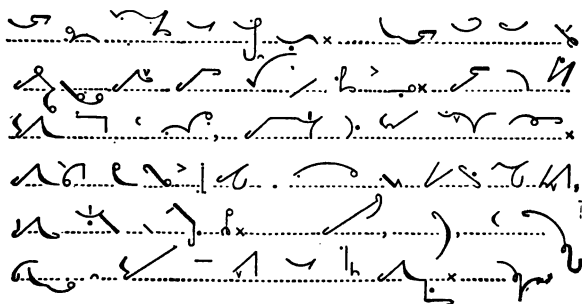
### PHRASEOGRAMS.

*in regard to, with regard to, having regard to, with respect to, with relation to, in relation to, with reference to, I have received.*

### Exercise 137.

*Read, copy, and transcribe.*

*in regard to, with regard to, having regard to, with respect to, with relation to, in relation to, with reference to, I have received.*



### Exercise 138.

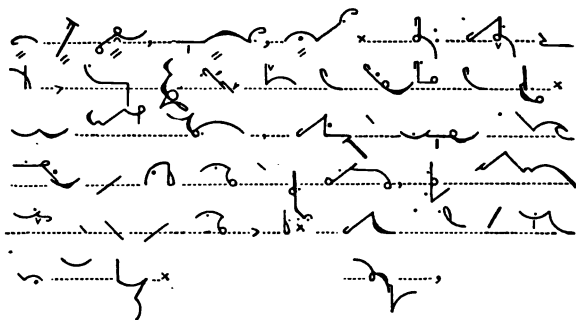
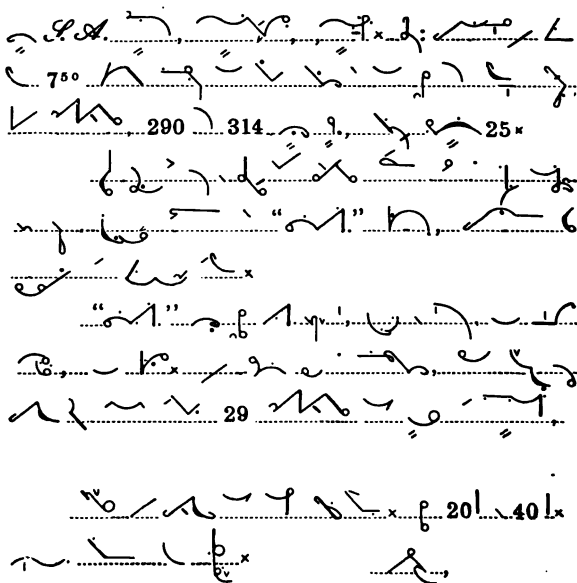
*Write in Shorthand.*

Mr. W. C. Shaw,  
Memphis, Tenn.

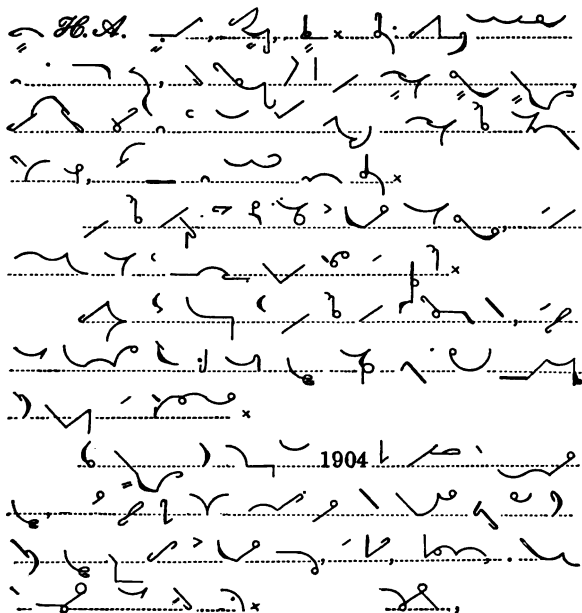
Dear-Sir:

*In-reply-to-your inquiry with-regard-to our special grade index cards, we-enclose-herewith several samples with prices marked on each. Having-regard-to-the fact that-you-are likely to-take large quantities, we-have-quoted-you very-low-prices. With-reference-to your observations as-to-the extension of-the system, we-may-say that-we-have-received letters from all parts of-the country assuring us that-it gives the utmost satisfaction. We-shall-be-glad to-hear further from-you in-relation-to-the typewriter supplies for-which-we-quoted-you last-week.*

*Respectfully-yours,*

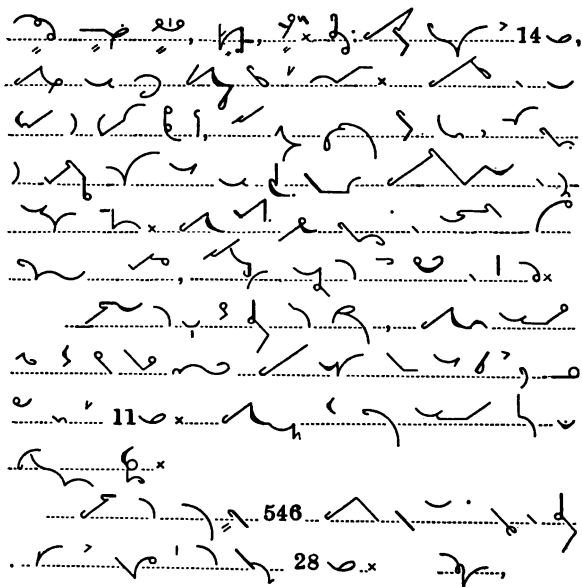
**Exercise 139.****Exercise 140.**

## Exercise 141.

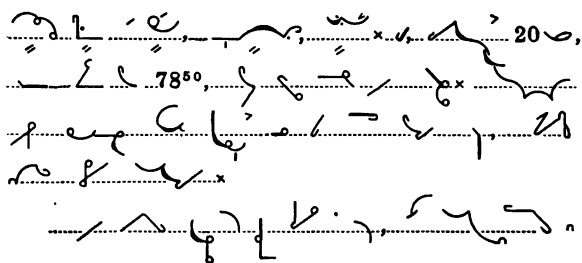


# BUSINESS CORRESPONDENCE.

(1.)



(2.)



1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

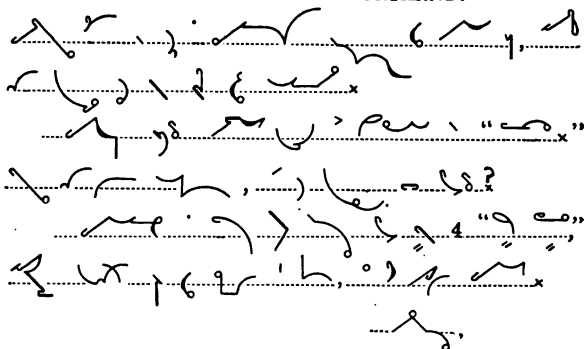
(3.)

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

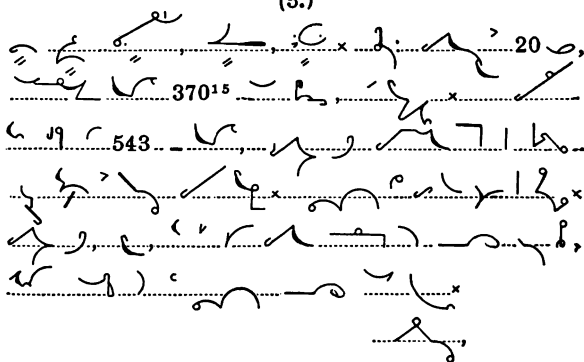
(4.)

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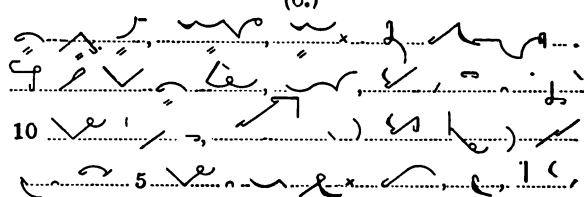




(5.)



(6.)



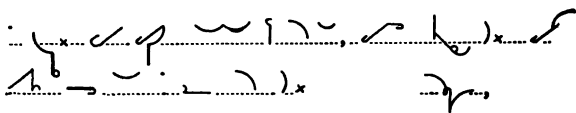
2,500 | 5,000 |  
 7 1/2 | 10 |  
 6 | 10 |

(7.)

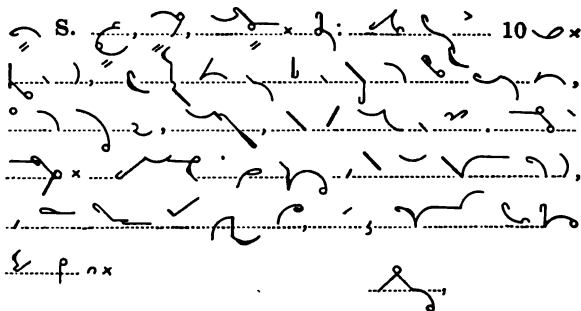
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 10 | 10 |  
 10 | 10 |  
 10 | 10 |  
 10 | 10 |

(8.)

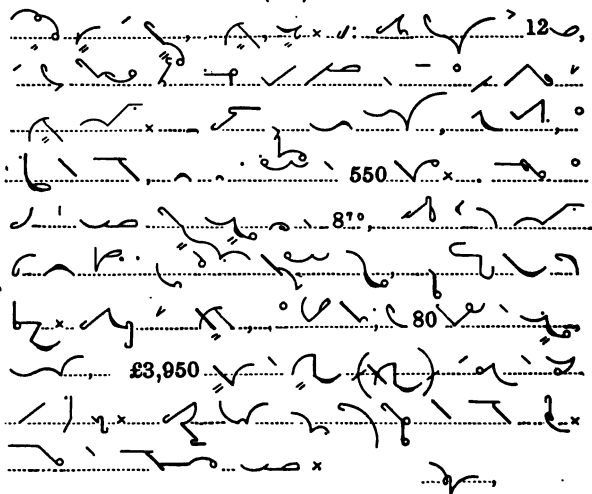
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 10 | 10 |  
 10 | 10 |  
 10 | 10 |  
 10 | 10 |



(9.)



(10.)



(11.)

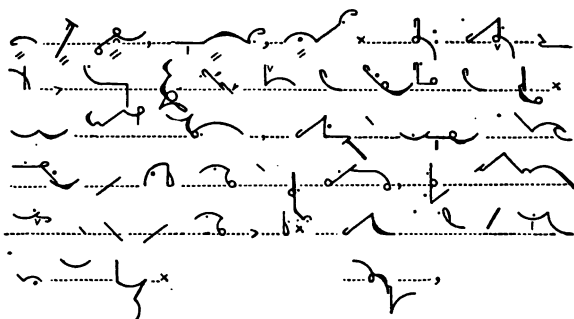
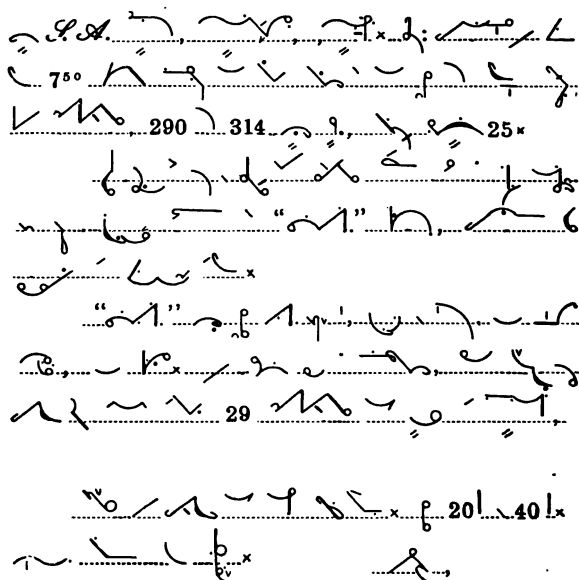
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786. E.H.

(12.)

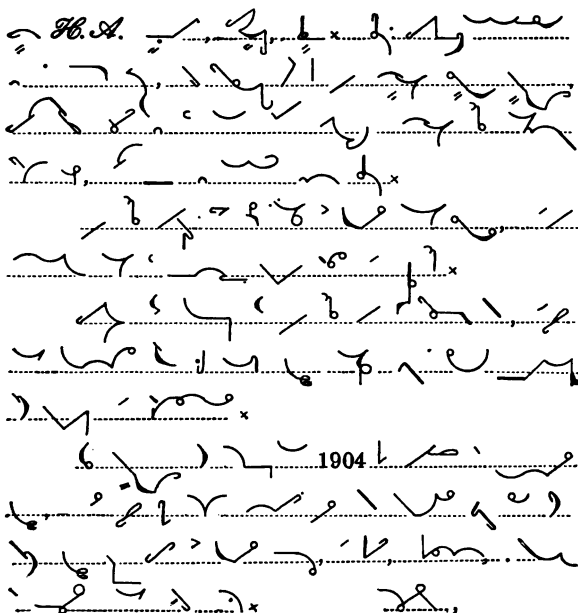
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(13.)

12

**Exercise 139.****Exercise 140.**

## Exercise 141.



# BUSINESS CORRESPONDENCE.

(1.)

14  
11  
546  
28

(2.)

20  
78<sup>50</sup>  
128

The ...  
 ... 5 ...  
 ...

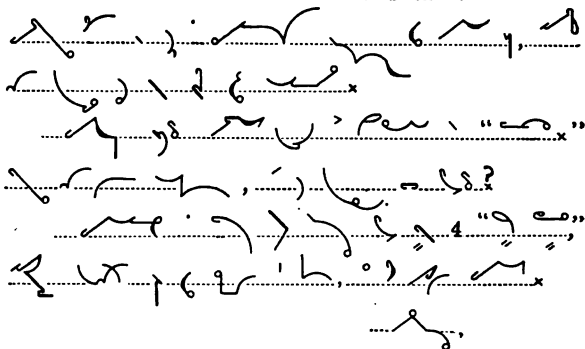
(3.)

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 ...  
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 ... 5 ...  
 ... 25 ...  
 ...  
 ...

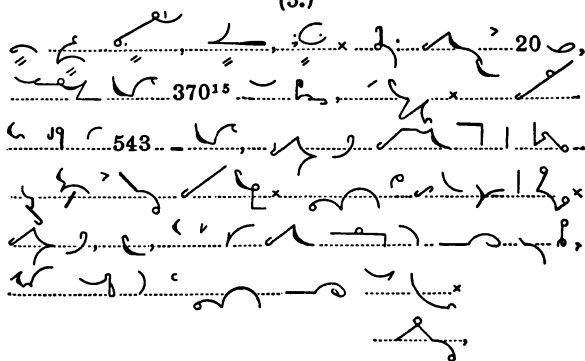
(4.)

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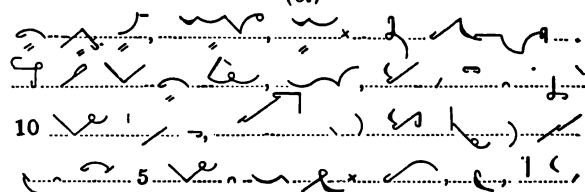




(5.)



(6.)



2,500 | 5,000 | 10  
 7 1/2  
 6

(7.)

17  
 6

(8.)

30

(9.)

(10.)



x s, j, n, b, e, m, o, v, c  
 ' k, 10, a, h, 25, o, d, y, g, f  
 e, o, /, /, /, /, /, /, /, /  
 /, /, /, /, /, /, /, /

(14.)

e, b, i, x, d, /, /, /, /, /  
 /, /, /, /, /, /, /, /, /  
 /, /, /, /, /, /, /, /, /  
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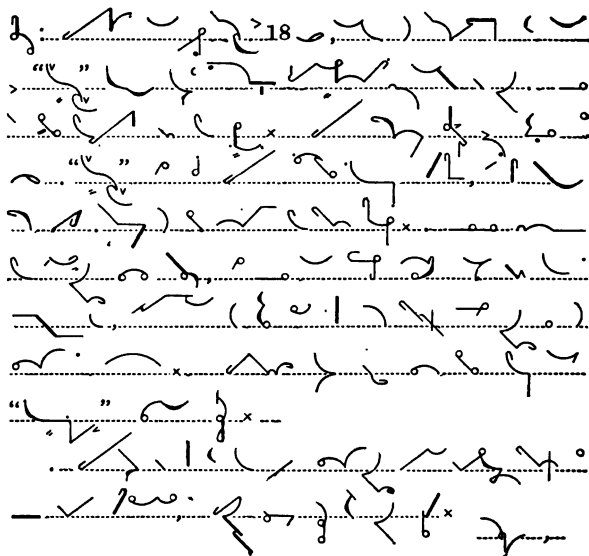
(15.)

e, d, i, x, v, o, v, c  
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(16.)

(17.)

(18)



## ADDITIONAL EXERCISES.

(No. 1.)

*Dear-Sirs:*

*We-have-duly to acknowledge receipt of-your-letter-(of)-yesterday enclosing claim from Messrs. Jones Brothers for \$340, balance of-account.*

*We-cannot, in-any-way, agree with-the contentions you put forward, doubtless on-the instructions of-your clients, that-we-were-not justified in refusing to-take delivery of-the-remainder of-the goods out standing on-the 19— Contract. We-have frequently written your clients, as probably you-will-know, stating our inability to-take delivery owing to-our customers, in different parts of-the world, rejecting shipments on-account-of bad quality, and-not being to-sample, and-have further informed them that-the losses we-have sustained, and-the allowances we-have-been compelled to concede, by-reason-of-these rejections, are such that-we should-have to-make a considerable claim for damages and loss. These-we-have-now ascertained amount to \$750.*

*Hence, we-regret, we-cannot accede to-your-request for-payment of-the balance said to-be due.*

*Yours-truly,* [180]

(No. 2.)

*Dear-Sir:*

*In-accordance-with-the request contained in-yours of-the 9th-instant, we-have forwarded per parcel-post samples of paper, envelopes, and other stationery, and-trust that-you-will-be-able-to-make a selection suitable to-your-requirements.*



*We ask your special-attention to-our Manila goods; they-are of exceptional strength and value, thoroughly reliable in-all-respects, and, considering their fine quality, the prices are strictly moderate. You-will-notice-that upon each sample quotations are given for various quantities, but should you desire stationery of special size or design, not included among our samples, we-shall-be-pleased to-quote prices if-you-will kindly send particulars of-your wishes. We also make a specialty of envelopes and picture post-cards for advertising purposes, and-the specimens we-have-sent will give you an idea of-the high standard of-our productions.*

*We-have every facility for undertaking commercial and general printing of all-kinds, and-enjoy a high reputation in-London for first-class work, and are prepared at any-time to-forward an estimate should you so desire, or if, as we-understand, your stationery is supplied under a yearly contract, we-shall-esteem it a favor if-we-may-be permitted to-submit our tender for-the approval of-your Directors.*

*Please retain these samples for future reference. Assuring you of-our best endeavors to-give every-satisfaction.*

*Yours-faithfully,* [240

(No. 3.)

*Dear-Sir:*

*Your-letter of-the 10th-inst. regarding-the error made by-the Railway-Co. in consigning your bag of icing sugar on 29th October, is to hand, and-we-are-very-sorry if our letter appeared to be anything but sympathetic. We-have-not received a receipt from-the Railway-Co., but-there-is-no-doubt whatever that-it-was properly consigned as X.L. icing, and-we should strongly advise you to-press your claim on-the Railway-Co. There-is-really no mistake here over-the*

second consignment. *If-we-have-not* already expressed our regret *for-the* original blunder, please allow us *to-do-so* now, *for-we* certainly feel much annoyed about it.

Yours-truly, [126]

(No. 4.)

Dear-Sir:

*I* regret *to see-the* contents *of-your* communication *of-the* 8th-instant relative *to-the-manner* in which our new gas stove has-been received up *to-the-present* in Baltimore and district, and-thank-you for drawing my-attention *to-the-matter*. Your suggestion *as-to* a reduction *in-the-price* will-be-considered immediately, and you-will, *I-hope*, soon be given figures which-will-enable-you to compete more successfully with-the representative mentioned, if, *as-is* stated *by-you*, it-is-only the matter of-cost which keeps buyers back.

The various orders you sent with your-letter are being put in-hand immediately.

Yours-faithfully, [117]

(No. 5.)

Dear-Sir:

Replying *to-your* inquiry *of-the* 6th-inst., and-according-to information obtained from houses accustomed to-deal with him, we learn that-the gentleman referred to has ceased to-be as punctual as formerly in meeting his engagements.

*He-is*, we-are-informed, an intelligent and energetic man of business, but-has recently joined in several undertakings of a very speculative nature which-have proved anything but remunerative. *He-is*, in-short, reputed to-be overtrading his means with unjustifiable audacity.

*In-your-case we should take energetic measures for-the recovery of-your debt, before a crash comes, or-you-may-find that others have-been beforehand with you.*

*We-think-it-is quite possible that your debtor's relatives may come to-his aid and avert a disaster.*

*The information here afforded is, of-course, to-be regarded as strictly private and without prejudice to-the firm or-the writer. Yours-faithfully,* [160]

(No. 6.)

Dear-Sir:

*I-am-in-receipt-of-your-favor of 8th-inst. re Estate at Newport, for-which I-am-obliged. I-am-afraid that nothing can-be-done until the new roads are completed. I-have-seen-the contractors, and-they inform-me that, owing to-the recent rains, the work will-not-be completed before-the summer, and-then-the buildings you have decided upon can-be undertaken. It-would-be extremely inconvenient if-they-were begun while-the road making was in progress. Most of-the plots on-the estate have-been sold, and-as you-will-see by-the enclosed schedule they-have realized very-good-prices. In-most instances the purchasers have paid the required 15 per-cent. on allotment, the balance to-be paid yearly with interest, and-in-some-cases the full amount of-the purchase money has-been paid.*

*Yours-truly,* [153]

(No. 7.)

Dear-Sir:

*Some-time-ago I addressed a letter to-your-place of business regarding a bill of \$280, which-is due to-the Elite Printing-Company. My collector informs me that your office at 240 Main Street has-*

*been closed for over a month. In-order-that-you shall not-be-able-to-claim that-you did-not receive due and seasonable notice, I-have instructed that-this be served on-you personally. I-shall wait three-days before taking legal-proceedings to enforce payment.*

*Yours-truly,* [97]

(No. 8.)

*Gentlemen:*

*Your-favor of-the 7th-inst. is received in-regard-to a certain cash register and glass case removed from No. 43 East 31st Street which-you claim as your property. In-reply would-say that if-you-can give me proof of-the fact that-the cash register and-the glass case which-were removed from said premises belong to-you or that-you-are entitled to-the possession of-same, I would-be-pleased to see that-they-are returned to-you. If-convenient you-may-have one-of-your representatives call at-my office any afternoon except Saturday with proofs of ownership, etc., and-this-matter will-be properly disposed of without any-further delay.*

*Hoping same is satisfactory, I-am*

*Yours-very-truly,* [134]

(No. 9.)

*Gentlemen:*

*Your-letter of-the 11th-instant received and was submitted to-my directors to-day. Before deciding, they-will require more particulars regarding-the property, showing-the exact location and a detailed valuation. If-they-made a loan of-this-kind they-would certainly require repayments on-the principal regularly in-order-to reduce-the loan and keep-the margin maintained provided there-should-be a decline in-the value of-the property.*

*Yours-truly,* [75]

(No. 10.)

*Dear-Sir:*

*We are in receipt of your favor of the 17th instant, inquiring what our rates would be on a bond of \$5,000 in connection with furnishing the supplies to the Board of Education. Our rate for becoming surety on such a bond would be \$5 on the bid. Inasmuch as the Board of Education requires two sureties to justify on contract bonds our charge for such contract bond would be one per cent.*

*Hoping that these rates may meet with your prompt approval, we are* *Very truly yours,* [90]

(No. 11.)

*Dear-Sir:*

*Replying to your favor of the 10th instant, we enclose descriptive circular of the equalizing springs for automobiles, costing \$50 per set of four springs with all necessary attachments.*

*We claim this device to be the cheapest, simplest, and most durable shock absorber on the market, absolutely preventing bumping and tossing without destroying the resiliency of the springs. It will give us pleasure to send you references.*

*Hoping to receive your valued order, we remain*

*Yours very respectfully,* [80]

(No. 12.)

*Dear-Sir:*

*At the close of the old year we address you with the sincerest wishes for the new year, and beg to present for your consideration the enclosed list of manufacturers who will offer for your inspection samples of their spring lines at our fourteenth exposition. Each of these factories has for some weeks been engaged in the preparation of goods that give promise of excelling previous efforts in each instance.*

*This immense addition to-the regular attractiveness of New-York as a market, will, we-trust, suffice to assure a visit from-you during-the progress of-our Furniture Exposition, which-will-be open from January 10 to 28, both inclusive. A great exhibition is promised.*

*Respectfully yours,* [120]

(No. 13.)

*Dear-Sir:*

*Your-letter of-the 30th ultimo is received and carefully noted. We-had very strict orders from-the Syndicate by cable a few-days-ago not to-sell at a discount to any manufacturer of potash salts who had purchased goods from-the outside mine; but, very confidentially, we-have-since brought about an arrangement by-which-we-are quite certain that-we-shall-be able to protect you so-that-you-will get-the discount.*

*Please state quantities of-each kind of-salt for-which-you would like to contract for-the-coming five years.*

*Yours-truly,* [100]

(No. 14.)

*Dear-Sir:*

*Answering your card in-which-you request that-we send-you a catalogue and-all-other information regarding our gas, electric, and combination fixtures, we most respectfully ask that-you call at our salesrooms located at 88-92 West Euclid Avenue, where we-shall-be-pleased to show you-the finest line of fixtures carried by any wholesale house in-this-city.*

*We-have-several catalogues that-we furnish to-the plumbing and electrical-trades outside of-this-city, but-we hardly think these-would-be of any assistance to-you.*

*Thanking you for-the inquiry, and hoping to-be-favored with a call from-you at-the earliest possible date, we-beg to-remain*

*Yours-respectfully,* [120]

(No. 15.)

*Dear-Sir:*

*We wish to-call your special-attention to-the strong and dignified character of-the "Success" offers to-the public for-the season of 1914. You-will-find associated with-us in-these offers the leading magazines of-the country—almost without exception—and when-we tell-you, in-addition, that-we receive each week thousands of individual orders for magazines, aggregating from \$5 to \$25 in value, you-will better understand-the combined intelligence and purchasing power of-our readers. Let-us hear from-you. Yours-truly,* [90]

(No. 16.)

*Dear-Sir:*

*I-find that I-need in-connection-with-the investigation that I-am making of-the movement of-our fast freight-trains some detailed information in-regard-to card waybills and freight tonnage. I attach blanks which show the information I should like to-have in-this connection, and-I should-be-glad-to-have them filled for-each of-your divisions and-sent to-me at-your-earliest-convenience. Also, if-you have any further suggestions to-make in-regard-to-the better despatch of freight both in and through yards, I-shall-be-glad if-you-will advise me of-it in-some detail.*

*Yours-very-truly,* [110]

(No. 17.)

*Gentlemen:*

*Please pardon our seeming persistency in-regard-to your nomination for our agency for Pure Gold Baking Powder, but-we-are very-much interested in making a success of-this method of introducing this well-known article, and-we-feel-sure that-it-will-have-the best-attention in-your care.*

*We-trust the misunderstanding regarding discount will-not interfere with your favorable decision; and you have our assurance that, in placing-the business before-you on-the basis proposed, we-have practically contributed our manufacturing profit to advertising account.*

*We-enclose-herewith a form of-proposed contract for-your-consideration. Yours-very-truly, [105*

(No. 18.)

*Gentlemen:*

*A few-months-ago we purchased a set of-your "Loose-Leaf Encyclopedia," and-we-have used it in-our office with a great-deal of satisfaction. We-have found it accurate and up to date. The loose-leaf plan is, without exception, the best under-which an encyclopedia can-be published and-not become old by-the time it-is completed. Again, your editorial board, which-is at-the service of-your subscribers, we-consider a most excellent feature of-your work.*

*We-have often thought that some such plan as you have devised would-be adopted; and-we-are-much-pleased that-the-work has-been brought out and-in so complete a form. Yours-very-truly, [120*

(No. 19.)

*Dear-Sir:*

*It-is over a year since we-received-the request from-you for information about this institution and it-is-also some-time since-we-have-called your-attention to-this-bank. Hoping that-you-may still be interested in financial matters, we ask that-you examine carefully the two enclosures.*

*We strongly advise this form of investment for idle funds because-of-its safety, convenience, and-the permanency of-the income.*



*We feel sure the financial statement of the company will impress you favorably, and we call your attention especially to our representative board of directors. A reply will be esteemed.* Yours respectfully, [105]

(No. 20.)

Dear Sir:

*We are enclosing a statement of account and wish to ask as a special favor that you send us a remittance not later than the 12th instant. We have unusually heavy obligations maturing on the 15th of this month, and though the amount due from you is not large it will be a decided help to us at this time. We find it necessary to round up every available dollar. Kindly advise if we may depend upon you for this amount at this time.*

*In looking over your account for the past few months it occurs to us that we have not been getting our fair share of your business. If this has been due to any failure or negligence on our part, we hope you will undertake to show us the error of our ways.*

Yours truly, [140]

(No. 21.)

Dear Madam:

*In response to your request we take pleasure in sending you our Style-Book, showing the newest styles in spring and summer shoes.*

*There are some decided changes from the models of last year, as you will see when you turn the pages of the book and look at the illustrations. Vamps are cut lower, tongues are more pointed, and the shoes this season have a graceful, tailored look that makes them very attractive.*

*Kindly call on the dealers whose names we give below and ask to see the Model Shoe. Have it tried on, walk*

*in-it, feel how easy and comfortable it-is. Bend the sole with your foot. Notice how correct the shoe is in style—then buy it. Once you wear our shoe you-will want it ever afterwards.*

*If our dealers cannot fit you, have-them order your size from-us.* Yours-truly, [150]

(No. 22.)

Dear-Sirs:

*Referring-to-your-letter of-the 17th, we-beg to say we-have-just-received word from-the B. Creelman Wire-Co. in-reference-to black wire cloth and beg-to quote from-their-letter as-follows: "We should-not like to-promise you any special date for-the shipment of-this, but would-say in five-or-six weeks. As we mentioned before, the painting of-this black cloth is a matter of-special inconvenience to-us."*

*The manufacturers are very busy at-present on green wire cloth and-they-do-not want to-run black cloth as-it-will upset them considerably in-the factory. We-presume they-would-not-be-able-to get this cloth out for nine weeks, and-no-doubt this-would-be too-late for Messrs. Bartlet & Seagram.*

Yours-very-truly, [140]

(No. 23.)

Dear-Sirs:

*We-take-pleasure in calling your-attention to-the enclosed-statement showing our steady growth.*

*Our location is convenient, having become-the center of-the banking district of Chicago.*

*Being a strictly commercial bank, investments are made in securities that are quickly convertible.*

*Our officers guarantee the personal courtesy and consideration to-which every customer is justly entitled.*

Consequently *the increase in-our deposits is due largely to-the-good words from our patrons, which-we always sincerely appreciate.*

*In seeking new customers we invite an interview or correspondence, being prepared to-extend every facility consistent with a well-organized bank.*

Very-truly, [105

(No. 24.)

Gentlemen:

*In-reply-to-your-favor dated 15th-instant relative to insuring machines on exhibition at-the Automobile Show, we-beg to say that-it-has always-been our policy not to insure cars used for exhibition at automobile shows, and-we should prefer not being called-upon to deviate from that course. However, if-you-should find that conditions in-your-city, in-so-far-as-the automobile business is concerned, would demand your covering these risks so-as-to put you in-the position to control a considerable quantity of-this business in-the future, we-think-it-might be good policy to-make an exception.*

*We-shall leave this-matter to-your discretion and-if, after giving the same careful thought, you-should find it necessary to-cover the risks in-question we should expect you to charge the short-rate on-the building.*

Yours-truly, [150

## THE GRAMMALOGS AND CONTRACTIONS.

*Arranged in the order in which they are given in the preceding pages.*

LESSON 1. \_\_\_\_\_ a or an, . the, \_\_\_\_\_ all \ too or two, \_\_\_\_\_ of, \ to, \_\_\_\_\_ owe or Oh! | he, \_\_\_\_\_ on, | but.

LESSON 2. \_\_\_\_\_ awe or ought, / who, \_\_\_\_\_ (up) and, v (up) should, \_\_\_\_\_ happy, \ up, \_\_\_\_\_ put, \_\_\_\_\_ by, bye, buy, \ be, \_\_\_\_\_ to be, \_\_\_\_\_ at, | it, \_\_\_\_\_ out.

LESSON 3. \_\_\_\_\_ had, | do, \_\_\_\_\_ different-ce, \_\_\_\_\_ much, / which, \_\_\_\_\_ each, \_\_\_\_\_ large, \_\_\_\_\_ can, \_\_\_\_\_ come, \_\_\_\_\_ go or ago, \_\_\_\_\_ give-n.

LESSON 4. \_\_\_\_\_ half, \ if, \ have, \_\_\_\_\_ thank-ed, ( think, \_\_\_\_\_ youth, \_\_\_\_\_ though, \_\_\_\_\_ them or they.

LESSON 5. \_\_\_\_\_ I or eye, ^ how, \_\_\_\_\_ why, \_\_\_\_\_ ay (yes), \_\_\_\_\_ beyond, ^ you, \_\_\_\_\_ with, < when, \_\_\_\_\_ what, > would, \_\_\_\_\_ saw, ) so or us, \_\_\_\_\_ see, ) was, \_\_\_\_\_ whose, / shall, \_\_\_\_\_ wish, / usual-ly.

LESSON 6. \_\_\_\_\_ as or has, o is or his, \_\_\_\_\_ because, \_\_\_\_\_ itself, 6 those, 6 this, \_\_\_\_\_ these or thus, \_\_\_\_\_ me or my, ^ him or may, \_\_\_\_\_ myself, ^ him-self, / are, \_\_\_\_\_ our or hour.

LESSON 7. o first, \_\_\_\_\_ most, \_\_\_\_\_ must, \_\_\_\_\_ influence, \_\_\_\_\_ influenced, \_\_\_\_\_ next, \_\_\_\_\_ in or any, ^ no or know, \_\_\_\_\_ own, / suggest-ed.

LESSON 8.  $\circ$  as his,  $\circ$  is as, 6 this is or  
 themselves,  $\circ$  ourselves,  $\circ$  special-ly,  $\circ$  speak,  
 $\circ$  several,  $\circ$  yes,  $\circ$  high,  $\circ$  house,  $\circ$  we, way,  
 $\circ$  language or owing,  $\circ$  thing,  $\circ$  young,  $\circ$  any-  
 thing,  $\circ$  nothing,  $\circ$  something,  $\circ$  or;  $\circ$  your,  
 $\circ$  year.

LESSON 9.  $\circ$  apply,  $\circ$  people,  $\circ$  by all,  
 $\circ$  able,  $\circ$  belief or believe-d,  $\circ$  at all,  $\circ$  tell,  
 $\circ$  till,  $\circ$  deliver-ed-y,  $\circ$  call,  $\circ$  equal-ly,  
 $\circ$  doctor, Dr.,  $\circ$  dear,  $\circ$  during,  $\circ$  dollar-s,  
 $\circ$  for,  $\circ$  over,  $\circ$  ever-y,  $\circ$  valuation,  $\circ$  evil,  
 $\circ$  other,  $\circ$  more or remark-ed,  $\circ$  remarkable-y,  
 $\circ$  mere or Mr.,  $\circ$  nor,  $\circ$  near,  $\circ$  initial-  
 ed-ly,  $\circ$  from,  $\circ$  very,  $\circ$  however,  $\circ$  they  
 are,  $\circ$  their or there,  $\circ$  through or threw,  $\circ$  there-  
 fore,  $\circ$  principle or principal-ly,  $\circ$  liberty,  $\circ$  mem-  
 ber or remember-ed,  $\circ$  number-ed.

LESSON 10.  $\circ$  strength,  $\circ$  try,  $\circ$  truth,  
 $\circ$  true,  $\circ$  chair,  $\circ$  cheer,  $\circ$  larger,  $\circ$  journal,  
 $\circ$  children,  $\circ$  largely,  $\circ$  care,  $\circ$  sure,  
 $\circ$  pleasure,  $\circ$  surprise,  $\circ$  surprised.

LESSON 11.  $\circ$  happen,  $\circ$  upon,  $\circ$  been,  
 $\circ$  had been,  $\circ$  done,  $\circ$  down,  $\circ$  general-ly,  
 $\circ$  often,  $\circ$  Phonography,  $\circ$  phonographer,  
 $\circ$  phonographic,  $\circ$  have been,  $\circ$  within,  
 $\circ$  southern,  $\circ$  northern.

LESSON 12. approve, behalf, above,  
 out of, advantage, difficult, diffi-  
 culty, which have, suggestion, suggestive,  
 one, opinion, altogether, together,  
 insurance.

LESSON 13. architect-ure-al, neglect-ed,  
 prospect, object-ed, subject-ed, ex-  
 pect-ed, unexpected-ly, respect-ed,  
 suspect-ed, inspect-ed-tion.

LESSON 14. signify-ied-ficant, signifi-  
 cance, signification, insignificant, insigni-  
 ficance. subscribe-d, subscription,  
 balance, balances, balanced, deliver-  
 ance, knowledge, acknowledge.

LESSON 15. will, while, impor-  
 tant-ce, improve-d-ment, impossible, im-  
 proves-ments, whether, unquestionable-y,  
 yesterday, January, February,  
 November, United States.

LESSON 16. perspective, prospective,  
 productive, obstructive, objective,  
 subjective, destructive, respective,  
 irrespective, retrospective, respec-  
 tively, defective, executive.

LESSON 17. abstraction, obstruction,  
 subjection, objection, destruction,  
 uniform-ity-ly, unanimity-ous, Revd.,

regular, irregular, public-sh-ed, publication, republic, republican, repugnant-ce, represent-ed, representation, representative, responsible-ity, irresponsible-ity.





























LESSON 18. — quite, — could, — accord-ing, according to, or cart, — cared, — guard, — great, — called, — cold or equalled, — gold, — cannot, / gentleman, / gentlemen, — happened, ^ particular, \ opportunity, — child, — not.













LESSON 19. — build-ing or able to, † told or till it, — tried, † toward or trade, † did not, — had not or do not, ? chaired, ? cheered, \ if it, — that, < without, † third, — sent, ~ somewhat, — short, — met, ^ meeting.

































LESSON 20. \ spirit, — may nbt, — hand, ^ under, — yard, \ word, / wonderful-ly.

LESSON 21. — school, — schooled, — commercial, \ financial, \ especial-ly, — influen-tial, — un-influential, \ substantial-ly, \ unsubstantial-ly, \ controversy-sial, † cir-cumstance, \ circumstantial, — immediate, — immediately, \ prejudiced-cial.
























LESSON 22. > passenger, † danger, † dangerous, † stranger, † messenger, † man-  
uscript, † transcribe, † transcript, † tran-  
scription, † transfer, † understand, † understood,  
— whenever, \ whatever.
















LESSON 23.  better than,  rather than,  
 rather or writer,  perform-ed,  per-  
 former,  performs-ance,  reform-ed,  
 reformer,  reformation,  inform-ed,  
 informer,  information,  thankful,  
 thanksgiving,  proficient-cy-ly,  deficient-  
 cy-ly,  efficient-cy-ly,  inefficient-cy-ly,  
 sufficient-cy-ly,  insufficient-cy-ly,  
 observation,  preservation,  electric,  
 electrical,  electricity,  inconsiderate,  
 selfish-ness,  unselfish-ness.

LESSON 24.  never,  nevertheless,  not-  
 withstanding,  enlarge,  enlarged,  prob-  
 able-ly-ility,  practice or practise-d,  practic-  
 able,  imperfect-ion,  satisfaction,  satis-  
 factory,  unsatisfactory.

LESSON 25.  mistake,  mistaken,  
 domestic,  character,  characteristic,  
 description,  justification,  generalization,  
 organize-d,  organization,  extinguish-ed,  
 distinguish-ed,  relinquish-ed,  covenant,  
 govern-ed,  government,  magnetic-ism,  
 captain,  capable,  incapable,  ap-  
 pointment,  disappointment,  attainment or  
 atonement,  entertainment,  contentment,  
 indignant-ation,  resignation,  antagonist-  
 ic-ism,  inscribe-d,  inscription,  instructive,  
 instruction.



LESSON 26.  discharge-d,  displeasure,  
 dissimilar,  expenditure,  expensive,  
 extraordinary,  extravagant-ce,  manu-  
 facture-d,  manufacturer,  intelligent,  
 intelligence,  intelligible,  advertise-d-ment,  
 individual,  investment,  interest,  
 interested,  uninteresting,  disinterested-  
 ness,  applicable-ility,  astonish-ed-ment,  
 certificate,  contingency.

LESSON 27.  demonstrate,  remonstrate,  
 ministry,  familiar-ity,  preliminary,  
 singular,  indispensable-ly,  indescribable,  
 indiscriminate,  sensible-ly-ility,  pe-  
 culiar-ity,  perpendicular,  proportion-ed,  
 proportionate-ly,  establish-ed-ment.

## GRAMMALOGS.

## ARRANGED ALPHABETICALLY.

|             |   |                 |   |             |   |
|-------------|---|-----------------|---|-------------|---|
| a or an     | • | called          | c | equal-ly    | — |
| able        | / | can             | — | equalled    | — |
| above       | / | cannot          | — | ever-y      | — |
| accord-ing  | / | care            | — | evil        | — |
| advantage   | l | cared           | — | eye         | — |
| ago         | — | cart            | — | first       | — |
| ah!         | • | chair           | / | for         | — |
| all         | — | chaired         | / | from        | — |
| and         | / | cheer           | / | general-ly  | — |
| any         | ( | cheered         | / | generaliza- | — |
| apply       | / | child           | / | tion        | — |
| approve     | / | children        | / | generation  | — |
| are         | / | Christian-ity   | — | gentleman   | — |
| as          | ° | circumstance    | ° | gentlemen   | — |
| at          |   | circumstan-     | ° | give-n      | — |
| aught       | / | cold [ces       | — | go          | — |
| awe         | / | come            | — | gold        | — |
| ay (yes)    | / | constitution    | / | great       | — |
| aye         | — | al-ly           | / | greatest    | — |
| balance     | / | could           | — | guard       | — |
| balanced    | / | dear            | — | had         | — |
| balances    | / | deliver-ed-y    | / | half        | — |
| be          | / | deliverance     | / | hand        | — |
| because     | / | difference-t    | — | happen      | — |
| been        | / | difficult       | — | happened    | — |
| behalf      | / | do              | — | happy       | — |
| belief-ve-d | / | doctor, Dr.     | / | has         | — |
| beyond      | / | dollar, dollars | — | have        | — |
| build-ing   | / | done            | — | he          | — |
| but         | — | down            | — | heaven      | — |
| buy         | / | during          | — | high        | — |
| by, bye     | / | each            | — | him         | — |
| call        | — | eh?             | — | himself     | — |

|               |     |             |   |               |   |
|---------------|-----|-------------|---|---------------|---|
| his           | o   | me          | — | particular    | h |
| holy          | o   | meeting     | — | people        | h |
| hour          | h   | member      | — | phonography   | h |
| house         | o   | mere        | — | pleasure      | h |
| how           | h   | met         | — | principal-ly  | h |
| however       | h   | more        | — | principle     | h |
| I             | —   | most        | — | put           | h |
| if            | ant | Mr.         | — | quite         | h |
| importance-   | —   | much        | — | rather        | h |
| impossible    | —   | must        | — | religion      | h |
| improve-d-    | —   | my          | — | religious     | h |
| ment          | —   | myself      | — | remark-ed     | h |
| improves-     | —   | near        | — | remember-ed   | h |
| ments         | —   | next        | — | satisfaction  | h |
| in            | —   | no          | — | Saviour       | h |
| influence     | —   | nor         | — | saw           | — |
| influenced    | —   | northern    | — | school        | — |
| information   | —   | not         | — | schooled      | — |
| initial-ly-ed | —   | number-ed   | — | Scripture     | — |
| inscribe-d    | —   | O! oh!      | — | sea           | — |
| inscription   | —   | of          | — | see           | — |
| instant       | —   | often       | — | selfish-ness  | — |
| instruction   | —   | on          | — | sent          | — |
| instructive   | —   | one         | — | several       | — |
| is            | —   | opinion     | — | shall, shalt  | — |
| it            | —   | opportunity | — | short         | — |
| itself        | —   | or          | — | should        | — |
| journal       | —   | other       | — | significance  | — |
| justification | —   | ought       | — | significant   | — |
| know          | —   | our         | — | signification | — |
| language      | —   | ourselves   | — | signify-ed    | — |
| large         | —   | out         | — | so            | — |
| largely       | —   | over        | — | somewhat      | — |
| larger        | —   | owe         | — | southern      | — |
| liberty       | —   | owing       | — | speak         | — |
| Lord          | —   | own         | — | special-ly    | — |
| ay            | —   |             |   |               |   |


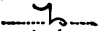




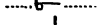
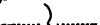
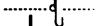

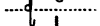
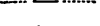
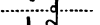





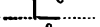

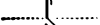
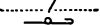
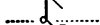
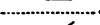



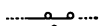
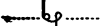

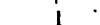
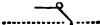

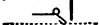

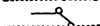

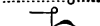

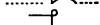


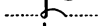
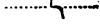


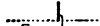
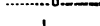
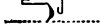







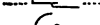

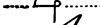


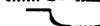






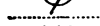
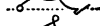
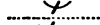

|            |     |               |     |              |     |
|------------|-----|---------------|-----|--------------|-----|
| spirit     | 2   | though        | (   | what         | 3   |
| strength   | 1   | threw         | -)  | when         | ..c |
| subject-ed | 2   | through       | -)  | whether      | ..✓ |
| subjection | 2   | thus          | 6   | which        | ..✓ |
| subjective | 2   | thysself      | 6   | while        | ..6 |
| suggest-ed | ..✓ | till          | ..f | whither      | ..✓ |
| suggestion | ..✓ | to            | ..✓ | who          | ..✓ |
| suggestive | ..6 | to be         | ..✓ | whose        | ..✓ |
| sure       | 2   | told          | ..f | why          | ..✓ |
| surprise   | 2   | too           | ..✓ | will         | ..6 |
| surprised  | 2   | towards       | ..b | wish         | ..✓ |
| tell       | ..f | trade         | ..1 | with         | ..✓ |
| thank ed   | (   | tried         | ..1 | within       | ..( |
| that       | (   | true          | ..1 | without      | ..( |
| the        | ..✓ | truth         | ..1 | wonderful-ly | ..✓ |
| their      | ..) | try           | ..1 | word         | ..✓ |
| them       | (   | two           | ..✓ | would        | ..✓ |
| themselves | 6   | under         | ..✓ | writer       | ..✓ |
| there      | ..) | United States | ..6 | yard         | ..✓ |
| therefore  | ..) | up            | ..✓ | ye           | ..✓ |
| these      | ..6 | upon          | ..✓ | year         | ..✓ |
| they       | (   | us            | ..) | yes          | ..✓ |
| thing      | ..✓ | usual-ly      | ..✓ | you          | ..✓ |
| think      | (   | valuation     | ..✓ | young        | ..✓ |
| third      | ..) | very          | ..✓ | your         | ..✓ |
| this       | ..6 | was           | ..) | youth        | ..( |
| those      | 6   | way, we       | ..✓ | youths       | ..6 |






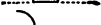





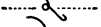







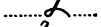

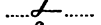



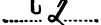



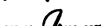













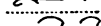

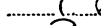

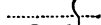









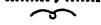













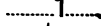
## LIST OF CONTRACTIONS.



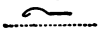

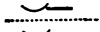

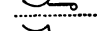









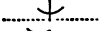







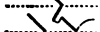

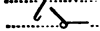



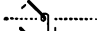

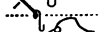

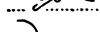





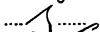





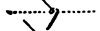







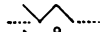

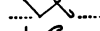





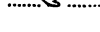
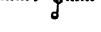








ARRANGED ALPHABETICALLY.

The following list contains also the Contractions which appear in " Pitman's Shorthand Instructor."

|                  |  |                  |  |
|------------------|--|------------------|--|
| abandonment      |  | baptize-d-st-ism |  |
| abstraction.     |  | benevolent-ce    |  |
| abstractive      |  | benignant-ity    |  |
| acknowledge      |  | bondservant      |  |
| acknowledged     |  | bondsman         |  |
| acknowledgment   |  | cabinet          |  |
| administrate     |  | Calvinism        |  |
| administration   |  | capable          |  |
| administrative   |  | captain          |  |
| administrator    |  | catholic         |  |
| administratrix   |  | certificate      |  |
| advertise-d-ment |  | character        |  |
| agriculture-al   |  | characteristic   |  |
| altogether       |  | circumstantial   |  |
| amalgamate       |  | commercial       |  |
| amalgamation     |  | contentment      |  |
| antagonist-ic    |  | contingency      |  |
| anything [ism    |  | controversy-ial  |  |
| applicable-ility |  | covenant [tion   |  |
| appointment      |  | cross-examina-   |  |
| arbitrament      |  | cross-examine-d  |  |
| arbitrary        |  | danger           |  |
| arbitrate        |  | dangerous        |  |
| arbitration      |  | defective        |  |
| arbitrator       |  | deficient-cy     |  |
| archbishop       |  | degeneration     |  |
| architect-ure-al |  | delinquency      |  |
| aristocracy-atic |  | delinquent       |  |
| assignment       |  | democracy-atic   |  |
| astonish-ed-ment |  | demonstrate      |  |
| atonement        |  | demonstration    |  |
| attainment       |  | denomination-al  |  |
| auspicious       |  | denominational-  |  |
| bankruptcy       |  | ism              |  |

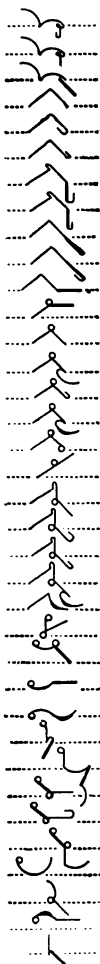
|                  |   |                   |   |
|------------------|---|-------------------|---|
| depreciate-d     |    | entertainment     |    |
| depreciatory     |    | enthusiastic-ism  |    |
| description      |    | Episcopal-ian-ism |    |
| destruction      |    | especial          |    |
| destructive      |    | esquire           |    |
| destructively    |    | establish-ed-     |    |
| dethronement     |    | ment              |    |
| difficulty       |    | evangelical       |    |
| dignify-ied-ty   |    | everything        |    |
| dilapidate-d-ion |    | exchange-d        |    |
| disappointment   |    | executive         |    |
| discharge-d      |    | executor          |    |
| disinterested-   |    | executrix         |    |
| ness             |    | expect-ed         |    |
| displeasure      |    | expediency        |    |
| disproportion-ed |    | expenditure       |    |
| disproportionate |    | expensive         |    |
| disrespect       |    | extemporaneous    |    |
| disrespectful    |    | extinguish-ed     |    |
| dissimilar       |    | extraordinary     |    |
| distinguish-ed   |    | extravagant-      |    |
| doctrine         |    | ance              |    |
| ecclesiastic-al  |    | falsification     |    |
| efficient-cy     |    | familiar-ity      |    |
| electric         |    | familiarization   |    |
| electrical       |    | familiarize       |    |
| electricity      |    | February          |    |
| emergency        |   | financial         |   |
| England          |  | govern-ed         |  |
| English          |  | government        |  |
| Englishman       |  | henceforth        |  |
| enlarge          |  | henceforward      |  |
| enlarged         |  | howsoever         |  |
| enlargement      |  | identical         |  |
| enlarger         |  | immediate         |  |
| enlightenment    |  | imperfect-ion     |  |

|                  |   |                 |   |
|------------------|---|-----------------|---|
| imperturbable    |    | ironmonger      |    |
| impracticable    |    | irrecoverable   |    |
| impregnable      |    | irregular       |    |
| improbable-ility |    | irremovable     |    |
| incandescence    |    | irrespective    |    |
| incandescent     |    | irrespectively  |    |
| incapable        |    | irresponsible   |    |
| inconsiderate    |    | January [ility  |    |
| inconvenience-t  |    | journalism      |    |
| incorporated     |    | journalistic    |    |
| indefatigable    |    | jurisdiction    |    |
| independent-ce   |    | jurisprudence   |    |
| indescribable    |    | knowledge       |    |
| indignant-ion    |    | legislative     |    |
| indiscriminate   |    | legislature     |    |
| indispensable    |    | magnetic-ism    |    |
| individual       |    | manufacture-d   |    |
| inefficient-cy   |    | manufacturer    |    |
| influential      |    | manuscript      |    |
| inform-ed        |    | marconigram     |    |
| informer         |    | mathematic-al-s |    |
| insignificance   |    | mathematician   |    |
| insignificant    |    | maximum         |    |
| inspect-ed-ion   |    | mechanical      |    |
| insubordinate-   |    | melancholy      |    |
| ion              |    | messenger       |    |
| insufficient-cy  |    | Methodism       |    |
| insurance        |    | metropolitan    |    |
| intelligence     |   | minimum         |   |
| intelligent      |  | ministration    |  |
| intelligible     |  | ministry        |  |
| interest         |  | minstrel        |  |
| interested       |  | misdemeanour    |  |
| introduction     |  | misfortune      |  |
| investigation    |  | misrepresent-ed |  |
| investment       |  | monstrosity     |  |

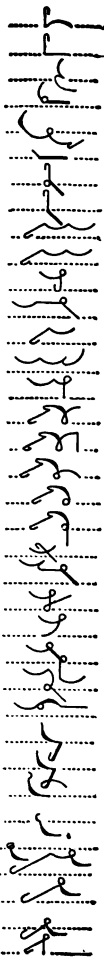
|                 |   |                  |   |
|-----------------|---|------------------|---|
| monstrous       |    | phonographic     |    |
| mortgage-d      |    | platform         |    |
| neglect-ed      |    | plenipotentiary  |    |
| negligence      |    | practicable      |    |
| never           |    | practice         |    |
| nevertheless    |    | practise-d       |    |
| nonconformist   |    | prejudice-d-ial  |    |
| nonconformity   |    | preliminary      |    |
| nothing         |    | prerogative      |    |
| notwithstanding |    | Presbyterian-ism |    |
| November        |    | preservation     |    |
| object-ed       |    | probable-ility   |    |
| objection       |    | production       |    |
| objectionable   |    | productive       |    |
| objective       |    | proficient-cy    |    |
| obscurity       |    | project-ed       |    |
| observation     |    | proportion-ed    |    |
| obstruction     |    | proportionate    |    |
| obstructive     |    | prospect         |    |
| oneself         |    | prospective      |    |
| organization    |    | prospectus       |    |
| organize-d      |    | public           |    |
| organizer       |   | publication      |   |
| orthodox-y      |  | publish-ed       |  |
| parliamentarian |  | publisher        |  |
| parliamentary   |  | questionable     |  |
| passenger       |  | ratepayers       |  |
| peculiar-ity    |  | recognizance     |  |
| perform-ed      |  | recoverable      |  |
| performer       |  | reform-ed        |  |
| performs-ance   |  | reformation      |  |
| perpendicular   |  | reformer         |  |
| perspective     |  | regular          |  |
| philanthropist  |  | relinquish-ed    |  |
| philanthropy-ic |  | remarkable       |  |
| phonographer    |  | remonstrance     |  |



remonstrant  
 remonstrate  
 removable  
 represent-ed  
 representation  
 representative  
 reproduction  
 reproductive  
 republic  
 republican  
 repugnance-ant  
 resignation  
 respect-ed  
 respectful  
 respective  
 respectively  
 responsible-ility  
 resurrection  
 retrospect  
 retrospection  
 retrospective  
 retrospectively  
 reverend  
 satisfactory  
 sensible-ly-ility  
 singular  
 something  
 stranger  
 stringency  
 subscribe-d  
 subscription  
 substantial  
 sufficient-cy  
 suspect-ed  
 sympathetic  
 tabernacle



































































































telegram  
 telegraphic  
 thankful  
 thanksgiving  
 thenceforward  
 together [tion  
 transubstantia-  
 tribunal  
 unanimity  
 unanimous  
 unconstitutional  
 unexpected-ly  
 uniform-ity  
 uninfluential  
 uninteresting  
 universal  
 universality  
 Universalism  
 universe  
 university  
 unprincipled  
 unquestionable  
 unsatisfactory  
 unselfish-ness  
 unsubstantial  
 unsuspected  
 unsympathetic  
 vegetarian  
 vegetarianism  
 whatever  
 whenever  
 whensoever  
 whereinsoever  
 wheresoever  
 whithersoever  
 yesterday


































































































## LIST OF PHRASEOGRAMS.

*Not including the Phrases indicated in the ordinary type given in preceding pages.*

|   |  |
|---|--|
|  additional cost             |  best of their ability  |
|  additional expense          |  best of your ability   |
|  and if you should be        |  Dear Sir               |
|  and the contrary            |  deliver immediately    |
|  as we can                   |  Dramatic Society       |
|  as we have                  |  early consideration    |
|  as we think                 |  early reply            |
|  as soon as                  |  enclose-d herewith     |
|  as soon as convenient       |  facts of the case      |
|  as well as                  |  first class            |
|  at any rate                 |  for some time          |
|  at all events               |  for the first time     |
|  at all times                |  for the sake of        |
|  at once                     |  for their sake         |
|  at some time                |  from first to last     |
|  at the same time           |  from time to time      |
|  at your early convenience |  further consideration |
|  Bank of New York          |  further considered   |
|  before him                |  general manager      |
|  before there is           |  having regard to     |
|  best class                |  Hazell & Co.         |
|  best of my ability        |  he is the            |
|  best of our ability       |  |

|  |   |
|--|---|
|  how can they                           |  I hope you will not               |
|  I am                                   |  I may                             |
|  I am content                           |  I may be                          |
|  I am directed to state                 |  I know there is                   |
|  I am in receipt of your favor          |  I regard                          |
|  I am in receipt of your esteemed favor |  I regret                          |
|  I am instructed to state               |  I say                             |
|  I am not                               |  I see                             |
|  I am requested to state                |  I shall arrange                   |
|  I am sorry                             |  I shall be compelled              |
|  I am surprised                         |  I shall be pleased                |
|  I am very sorry                        |  I thank you                       |
|  I ask attention                        |  I think                           |
|  I can                                  |  I think the                       |
|  I can assure you                       |  I think you should be             |
|  I do not or I had not                  |  I will                            |
|  I do not understand                    |  I will be                         |
|  I did not                              |  if it                             |
|  I have                                 |  if it is                          |
|  I have arranged                        |  if you should be                  |
|  I have concluded                       |  in consequence                    |
|  I have had                             |  in regard to                      |
|  I have received                       |  in relation to                   |
|  I have the                           |  in reply                        |
|  I have to inform you                 |  in reply to your esteemed favor |
|  I hope you will                      |   |

|  |  |
|--|--|
|  in reply to your favor         |  next time                          |
|  in the first place             |  next week                          |
|  in this city                   |  on the contrary                    |
|  in which it is                 |  party question                     |
|  it is said                     |  Pennsylvania R.R.                  |
|  it is the                      |  Pitman's Journal                   |
|  it must be                     |  please forward                     |
|  it would be                    |  please inform us                   |
|  Jones Publishing Co.           |  please let me know                 |
|  Journal of Commerce            |  please let us know                 |
|  just possible                  |  please make arrangements           |
|  just received                  |  please note                        |
|  Knox & Co.                     |  please quote us                    |
|  last month                     |  political party                    |
|  last time                      |  referring to your favor            |
|  last week                      |  referring to yours                 |
|  less and less                  |  respectfully yours                 |
|  local authority                |  satisfactory conclusion            |
|  medical authorities           |  shall be taken into consideration |
|  Monday morning               |  shipping department              |
|  more and more                |  side by side                     |
|  more or less                 |  South Carolina R.R.              |
|  my attention has been called |  take-n into consideration        |
|  National Bank                |  this is                          |

|   |   |
|---|---|
|  this week                 |  with relation to      |
|  to go                     |  with respect to       |
|  to him                    |  with the              |
|  to the contrary           |  with which            |
|  Tuesday afternoon         |  yesterday afternoon   |
|  under the circumstances   |  you are not           |
|  United States             |  you can               |
|  unsatisfactory conclusion |  you may               |
|  very truly yours          |  you may as well       |
|  wagon department          |  you may be            |
|  we are in a position      |  you may not           |
|  we are sorry              |  you must receive      |
|  Wednesday evening         |  you should be         |
|  what can be               |  you were not          |
|  what do you               |  you will              |
|  when the                  |  you will be           |
|  when they                 |  you will comply      |
|  what may be              |  you will not        |
|  why do you              |  your esteemed favor |
|  why have you            |  your favor          |
|  with each               |  your reply          |
|  with much               |  yours respectfully  |
|  with reference to       |  yours truly         |
|  with regard to          |   |

# FIFTY PRINCIPAL CITIES ARRANGED ACCORDING TO POPULATION.

|                      |                      |
|----------------------|----------------------|
| New York             | Toledo (Ohio)        |
| Chicago (Ill.)       | Allegheny (Pa.)      |
| Philadelphia (Pa.)   | Columbus (Ohio)      |
| St. Louis (Mo.)      | Worcester (Mass.)    |
| Boston (Mass.)       | Syracuse (N.Y.)      |
| Baltimore (Md.)      | New Haven (Conn.)    |
| Cleveland (Ohio)     | Paterson (N.J.)      |
| Buffalo (N.Y.)       | Fall River (Mass.)   |
| San Francisco (Cal.) | St. Joseph (Mo.)     |
| Cincinnati (Ohio)    | Omaha (Neb.)         |
| Pittsburg (Pa.)      | Los Angeles (Cal.)   |
| New Orleans (La.)    | Memphis (Tenn.)      |
| Detroit (Mich.)      | Scranton (Pa.)       |
| Milwaukee (Wis.)     | Lowell (Mass.)       |
| Washington (D.C.)    | Albany (N.Y.)        |
| Newark (N.J.)        | Cambridge (Mass.)    |
| Jersey City (N.J.)   | Portland (Ore.)      |
| Louisville (Ky.)     | Atlanta (Ga.)        |
| Minneapolis (Minn.)  | Grand Rapids (Mich.) |
| Providence (R.I.)    | Dayton (Ohio)        |
| Indianapolis (Ind.)  | Richmond (Va.)       |
| Kansas City (Mo.)    | Nashville (Tenn.)    |
| St. Paul (Minn.)     | Seattle (Wash.)      |
| Rochester (N.Y.)     | Hartford (Conn.)     |
| Denver (Colo.)       | Reading (Pa.)        |

# CONTRACTIONS FOR NAMES OF STATES AND TERRITORIES.

*Officially adopted by the United States Post Office Department.*

|           |             |                    |
|-----------|-------------|--------------------|
| Ala.      | Maine       | Okl.               |
| Alaska    | Md.         | Oregon             |
| Ariz.     | Mass.  or   | Pa.  or            |
| Ark.      | Mich.       | P.R.               |
| Cal.  or  | Minn.       | R.I.               |
| C. Z.     | Miss.       | S.C.  or           |
| Colo.     | Mo.         | S. Dak.  or        |
| Conn.  or | Mont.       | Tenn.  or          |
| Del.      | Nebr.  or   | Tex.               |
| D.C.  or  | Nev.  or    | Tutuila<br>(Samoa) |
| Fla.  or  | N.H.        | Utah               |
| Ga.       | N.J.  or    | Vt.                |
| Guam.     | N. Mex.     | Va.                |
| Hawaii    | N.Y.        | Wash.              |
| Idaho     | N.C.  or    | W. Va.  or         |
| Ill.      | N. Dak.  or | Wis.               |
| Ind.      | Ohio        | Wyo.               |
| Iowa      |             |                    |
| Kans.     |             |                    |
| Ky.       |             |                    |
| La.       |             |                    |

# THE PHONOGRAPHIC ALPHABET.

## CONSONANTS.

| Names.      |    |   |            | Names.      |  |                            |            |
|-------------|----|---|------------|-------------|--|----------------------------|------------|
| <i>pee</i>  | P  | \ | as in rope | <i>ef</i>   | F  | \                          | as in safe |
| <i>bee</i>  | B  | \ | „ robe     | <i>vee</i>  | V  | \                          | „ save     |
| <i>tee</i>  | T  |   | „ fate     | <i>ith</i>  | TH   | (                          | „ wreath   |
| <i>dee</i>  | D  |   | „ fade     | <i>thee</i> | TH   | (                          | „ wreathe  |
| <i>chay</i> | CH | / | „ choke    | <i>es</i>   | S  | )°                         | „ hiss     |
| <i>iy</i>   | J  | / | „ ioke     | <i>zee</i>  | Z  | )                          | „ his      |
| <i>kay</i>  | K  | — | „ leek     | <i>ish</i>  | SH   | ✓                          | „ vicious  |
| <i>gay</i>  | G  | — | „ league   | <i>zhee</i> | ZH   | ✓                          | „ vision   |
| <i>em</i>   | M  | ∩ | „ seem     | <i>el</i>   | L  | ( <sup>up stroke</sup> )   | as in pall |
| <i>en</i>   | N  | ∩ | „ seen     | <i>ar</i>   | R  | ( <sup>down stroke</sup> ) | „ air      |
| <i>ing</i>  | NG | ∩ | „ sing     | <i>ray</i>  | R  | ( <sup>up stroke</sup> )   | „ raise    |
| <i>way</i>  | W  | ✓ | „ way      | <i>hay</i>  | { H <sup>9</sup> (down stroke)<br>H <sup>o</sup> (up stroke) |                            | „ high     |
| <i>yay</i>  | Y  | ✓ | „ yea      |             |  |                            |            |

## VOWELS.

| LONG.       |                | sign (heavy)   | SHORT.     |                 | sign (light)    |
|-------------|----------------|----------------|------------|-----------------|-----------------|
| 1 <i>ah</i> | 1 <i>aw</i>    | 1 . —          | 1 <i>ä</i> | 1 <i>ö</i>      | 1 . —           |
| 2 <i>ā</i>  | 2 <i>ō</i>     | 2 . —          | 2 <i>ē</i> | 2 <i>ū</i>      | 2 . —           |
| 3 <i>ē</i>  | 3 <i>ōö</i>    | 3 . —          | 3 <i>ī</i> | 3 <i>ūū</i>     | 3 . —           |
| as in       | \ <i>bah</i> , | \ <i>bay</i> , | as in      | ∩ <i>lass</i> , | ∩ <i>less</i> , |
|             | ∩ <i>law</i> , | ∩ <i>low</i> , |            | ∩ <i>lisp</i> , |                 |
|             |                | ∩ <i>loo</i> . |            | ∩ <i>boss</i> , | ∩ <i>bus</i> ,  |
|             |                |                |            | ∩ <i>puss</i> . |                 |

## DIPHTHONGS.

|       |   |    |    |   |       |                |                  |
|-------|---|----|----|---|-------|----------------|------------------|
| Sign  | v | ^  | 7  | ^ | as in | \ <i>pie</i> , | \ <i>bough</i> , |
| Sound | i | ew | oi | ū |       | ∩ <i>toy</i> , | ∩ <i>due</i> .   |



170 TABLE OF SINGLE AND DOUBLE CONSONANTS.

|                                |       | L hook. | R hook.           | N hook. | F and V hook. | Half Length |
|--------------------------------|-------|---------|-------------------|---------|---------------|-------------|
| P                              | \     | pl \    | pr \              | pn \    | pf \          | pt \        |
| B                              | \     | bl \    | br \              | bn \    | bf \          | bd \        |
| T                              |       | tl      | tr                | tn      | tf            | tt          |
| D                              |       | dl      | dr                | dn      | df            | dd          |
| CH                             | /     | chl /   | chr /             | chn /   | chf /         | cht /       |
| J                              | /     | jl /    | jr /              | jn /    | jf /          | jd /        |
| K                              | —     | kl —    | kr —              | kn —    | kf —          | kt —        |
| G                              | —     | gl —    | gr —              | gn —    | gf —          | gd —        |
| F                              | \     | fl \    | fr \              | fn \    | ...           | ft \        |
| V                              | \     | vl \    | vr \              | vn \    | ...           | vd \        |
| TH                             | (     | thl (   | thr (             | thn (   | ...           | tht (       |
| TH                             | (     | thl (   | thr (             | thn (   | ...           | thd (       |
| S, Z                           | o) o) | ...     | ...               | sn) zn) | ...           | st) zd)     |
| SH                             | \     | shl \   | shr \             | shn \   | ...           | sht \       |
| ZH                             | \     | ...     | zhr \             | zhn \   | ...           | zhd \       |
| M                              | \     | ml \    | mr \              | mn \    | ...           | { mt \      |
| N                              | \     | nl \    | nr \              | nn \    | ...           | { md \      |
| NG                             | \     | ...     | ng <sub>r</sub> \ | ngn \   | ...           | { nt \      |
| L                              | \     | ...     | ...               | ln \    | ...           | { nd \      |
| R                              | \     | ...     | ...               | rn \    | ...           | { lt \      |
| R                              | \     | ...     | ...               | rn \    | ...           | { ld \      |
| W                              | \     | ...     | ...               | wn \    | ...           | down        |
| Y                              | \     | ...     | ...               | yn \    | ...           | rt          |
| H                              | \     | ...     | ...               | hn \    | ...           | rt          |
| KW GW WL WHL LR RR MP or MB WH |       |         |                   |         |               |             |
| C C \ up \ up \ down \ down \  |       |         |                   |         |               |             |

# INDEX.

*The figures refer to the paragraphs, except where the page is mentioned.*

|  |                     |
|--|---------------------|
| Additional Exercises .. .. .                                 | pages 137 to 148    |
| -Ality, -ility, -arity, etc. .. .. .                         | 88, 136b            |
| Alternative forms for <i>fl</i> , <i>fr</i> , etc. .. .. .   | 60, 61              |
| Arrange-d-ment expressed by intersection .. .. .             | 140                 |
| Aspirate, The; upward and downward <i>H</i> .. .. .          | 17, 20a, 89         |
| "    "    added to <i>w</i> .. .. .                          | 83e                 |
| "    "    dot <i>h</i> .. .. .                               | 91                  |
| "    "    tick <i>h</i> .. .. .                              | 90                  |
| Attention expressed by intersection .. .. .                  | 140                 |
| Authority .. .. .  | 140                 |
| <i>B</i> added to <i>m</i> .. .. .                           | 83d                 |
| Bank expressed by intersection .. .. .                       | 140                 |
| Business Correspondence in Shorthand .. .. .                 | pages 128 to 136    |
| Capitals .. .. .   | 11                  |
| <i>Ch</i> and <i>R</i> —how distinguished .. .. .            | 19                  |
| Circle <i>s</i> and <i>z</i> .. .. .                         | 30 to 36            |
| " <i>s</i> added to <i>shun</i> hook .. .. .                 | 78, 79              |
| " <i>s</i> used instead of <i>st</i> loop in phrases .. .. . | 45c                 |
| Circles and loops prefixed to initial hooks .. .. .          | 62 to 64            |
| "    "    added to final hooks .. .. .                       | 73, 74              |
| " <i>sw</i> and <i>ss</i> .. .. .                            | 43                  |
| " <i>s</i> , <i>sw</i> , and <i>ss</i> in phrasing .. .. .   | 45a, b              |
| Cities, Fifty principal .. .. .                              | page 167            |
| Company expressed by intersection .. .. .                    | 140                 |
| Compound words .. .. .                                       | 139                 |
| Con-, com-, cog-, cum-, Prefixes .. .. .                     | 81, 87, 135a, b     |
| "    Prefix, omitted in phrases .. .. .                      | page 105            |
| Consonants .. .. .   | 2, 3, 8, 13, 17     |
| "    Joining of .. .. .                                      | 5, 14               |
| "    Half-length .. .. .                                     | 98 to 107           |
| "    Double-length .. .. .                                   | 110 to 117          |
| "    Double .. .. .  | 53 to 61            |
| "    "    Names of .. .. .                                   | 56                  |
| "    "    Vocalization of .. .. .                            | 121 to 123          |
| "    Compound .. .. .  | 83 to 86            |
| "    "    Vocalization of .. .. .                            | 85, 86              |
| "    Table of Single and Double .. .. .                      | page 170            |
| Contractions and Grammalogues, List of .. .. .               | pages 149 to 154    |
| "    Alphabetical list of .. .. .                            | pages 158 to 162    |
| "    for States and Territories .. .. .                      | page 168            |
| <i>D</i> , indicated by Halving Principle .. .. .            | 98 to 107, 113, 116 |
| <i>D</i> , half-sized, when disjoined .. .. .                | 99                  |
| Department expressed by intersection .. .. .                 | 140                 |
| Diphonic Signs .. .. .                                       | 127                 |
| Diphthongs .. .. .   | 23, 24              |
| "    Places of .. .. .                                       | 23, 24              |

|  |                  |
|--|------------------|
| Diphthongs Joined .. .. .                                    | 26               |
| “ <i>w</i> and <i>y</i> series .. .. .                       | 130 to 133       |
| Distinguishing Vowels .. .. .                                | 141              |
| “ Outlines .. .. .   | 142, 143         |
| Doubling Principle .. .. .                                   | 110 to 117       |
| <i>Enter-</i> Prefix .. .. .                                 | 108, 135d        |
| <i>-er</i> added to <i>mpr</i> , <i>ng-gr</i> .. .. .        | 113              |
| <i>F</i> and <i>N</i> hooks .. .. .                          | 66 to 71         |
| Figures .. .. .  | 138              |
| <i>Fl</i> , <i>fr</i> , etc., Alternative forms for .. .. .  | 60, 61           |
| <i>-fulness</i> , Termination .. .. .                        | 119, 136h        |
| <i>G</i> , Omission of .. .. .                               | 137c             |
| <i>-gr</i> added to <i>ng</i> .. .. .                        | 113              |
| Grammalogues defined .. .. .                                 | 12               |
| Grammalogues alphabetically arranged .. .. .                 | pages 155 to 157 |
| “ and Contractions, List of .. .. .                          | pages 149 to 154 |
| <i>Gw</i> , Compound Consonant .. .. .                       | 83a              |
| Halving Principle .. .. .                                    | 98 to 107, 116   |
| <i>Here</i> , Compounds of .. .. .                           | 139              |
| <i>-ility</i> , <i>-ality</i> , <i>-arity</i> , etc. .. .. . | 88, 136d         |
| <i>In-</i> , Contraction for prefix .. .. .                  | 124, 135g        |
| <i>-ing</i> , Suffix .. .. .                                 | 82, 136a         |
| Initial books to straight strokes .. .. .                    | 53 to 56         |
| “ “ curves .. .. .   | 57 to 61         |
| <i>Inter-</i> , <i>intro-</i> , Prefixes .. .. .             | 108, 135d        |
| Intersections .. .. .  | 140              |
| <i>ist</i> , half-length “ <i>s</i> ” written upward .. .. . | 106              |
| <i>It</i> indicated by Halving Principle .. .. .             | 103              |
| <i>Journal</i> expressed by intersection .. .. .             | 140              |
| <i>K</i> , Omission of .. .. .                               | 137c             |
| <i>kr</i> added to <i>ng</i> .. .. .                         | 113              |
| <i>Kw</i> , Compound Consonant .. .. .                       | 83a              |
| <i>L</i> , Double-length, standing alone .. .. .             | 111              |
| “ Hook, to curved consonants .. .. .                         | 57               |
| “ “ straight “ .. .. .                                       | 53               |
| “ hooked initially .. .. .                                   | 83b              |
| “ Stroke, joined to circle and curve .. .. .                 | 36               |
| “ Upward and downward, Review of .. .. .                     | 94, 95           |
| <i>-lessness</i> , Termination .. .. .                       | 119, 136h        |
| <i>-logical</i> , “ .. .. .                                  | 134b, 136c       |
| Logogram defined .. .. .                                     | 12               |
| “ all, Joined .. .. .  | 42               |
| Loops <i>st</i> and <i>str</i> .. .. .                       | 38 to 41         |
| <i>-lousness</i> , Termination .. .. .                       | 119, 136h        |
| <i>Lr</i> , Compound Consonant .. .. .                       | 83c              |
| “ “ “ cannot be halved .. .. .                               | 106              |
| “ “ “ when to use .. .. .                                    | 85, 95d          |
| <i>-ly</i> , Suffix .. .. .                                  | 129, 136f        |
| <i>Magna-i-e</i> , Prefix .. .. .                            | 92, 135e         |
| Medial circle for <i>s</i> only .. .. .                      | 75               |
| <i>-ment</i> , Suffix .. .. .                                | 109, 136d        |
| <i>-mental-ly-ity</i> , Suffixes .. .. .                     | 125, 136e        |

|   |   |
|---|---|
| <i>Mp</i> , Compound Consonant .. ..                                    | 83d                                       |
| “ “ “ hooked initially .. ..  | 83b                                       |
| “ “ “ Double-length .. ..   | 113                                       |
| “ “ “ Half-length .. ..   | 106                                       |
| <i>N</i> and <i>F</i> hooks .. ..                                       | 66 to 71                                  |
| Negative prefixes .. ..   | 128                                       |
| <i>Ng</i> hooked .. ..  | 59, 113                                   |
| “ Double-length .. ..   | 113                                       |
| “ Half-length .. ..   | 106                                       |
| <i>Ng gr</i> , <i>ng kr</i> , Doubled to add “ <i>er</i> ” .. ..        | 113                                       |
| <i>Not</i> expressed by Halving Principle .. ..                         | 103                                       |
| <i>ns</i> , <i>nss</i> , <i>nst</i> , <i>nstr</i> , after a curve .. .. | 76  |
| Omission of medial consonants .. ..                                     | 137                                       |
| “ “ words in phrasing .. ..   | 126                                       |
| <i>P</i> added to <i>m</i> .. ..  | 83d                                       |
| <i>P</i> , Omission of .. ..  | 137a                                      |
| <i>Party</i> expressed by intersection .. ..                            | 140                                       |
| Phonetic spelling .. ..   | 1   |
| Phonographic Alphabet .. ..   | page 169                                  |
| Phraseogram defined .. ..   | 28  |
| Phraseograms, List of .. ..   | pages 163 to 166                          |
| Phraseography .. ..   | 28  |
| Phrasing, Circles <i>s</i> , <i>sw</i> , and <i>ss</i> in .. ..         | 45  |
| “ Doubling Principle in .. ..   | 120                                       |
| “ Halving Principle in .. ..  | 103                                       |
| “ Omission of <i>con-</i> in .. ..                                      | page 105                                  |
| “ “ words in .. ..  | 126                                       |
| Place, First, Second, Third .. ..                                       | 6   |
| Position, First .. ..   | 9, 16a                                    |
| “ Second .. ..  | 9   |
| “ Third .. ..   | 9, 21a                                    |
| “ How affected by diphthongs .. ..                                      | 23, 24                                    |
| “ of double-length strokes .. ..  | 117                                       |
| “ of half-length strokes .. ..  | 102                                       |
| “ Short and long vowels equally affect .. ..                            | 22  |
| “ When unnecessary to observe .. ..                                     | 142                                       |
| Prefixed .. ..  | 81, 87, 92, 108, 118, 124, 128, 134a, 135 |
| Prefixed, Summary .. ..   | 135                                       |
| Punctuation .. ..   | 11  |
| <i>R</i> added to <i>l</i> and <i>r</i> .. ..                           | 83c                                       |
| “ “ “ <i>mp</i> by doubling .. ..                                       | 113                                       |
| “ hook to curved consonants .. ..                                       | 58  |
| “ “ “ straight .. ..  | 54  |
| “ Half-length upward, not to stand alone .. ..                          | 107                                       |
| “ Upward and downward, Review of .. ..                                  | 96, 97                                    |
| <i>rd</i> and <i>rt</i> , Final .. ..                                   | 107                                       |
| <i>Railway</i> expressed by intersection .. ..                          | 140                                       |
| <i>Rer</i> , Compound Consonant .. ..                                   | 83c                                       |
| “ “ “ cannot be halved .. ..  | 106                                       |
| “ “ “ when to use .. ..   | 85, 97d                                   |
| Right curves for <i>Fl</i> , <i>fr</i> , etc. .. ..                     | 60, 61                                    |
| <i>S</i> , Stroke, when written .. ..                                   | 33, 35, 46 to 51                          |

|   |  |
|---|--|
| <i>Self</i> -, Prefix .. .. .                                       | 118, 135f                                    |
| <i>Sh</i> , how written .. .. .                                     | 15   |
| <i>-Ship</i> , Suffix .. .. .                                       | 93, 136g                                     |
| <i>Shn</i> preceded by a diphthong and a vowel .. .. .              | 80   |
| <i>Shr</i> and <i>Shl</i> , how written .. .. .                     | 59   |
| <i>Shun</i> hook .. .. .  | 78 to 80                                     |
| Similar words .. .. .   | 143  |
| <i>Society</i> expressed by intersection .. .. .                    | 140  |
| Sound, Student to write according to .. .. .                        | 1  |
| Suffixes and Terminations .. .. .                                   | 82, 88, 93, 109, 119,<br>125, 129, 134b, 136 |
| Suffixes, Summary .. .. .   | 136  |
| <i>T</i> indicated by Halving Principle .. .. .                     | 98 to 107, 116                               |
| <i>T</i> , Half-sized, disjoined after <i>t</i> or <i>d</i> .. .. . | 99   |
| " Omission of .. .. .   | 137b   |
| <i>There</i> , Compounds of .. .. .                                 | 139  |
| " or <i>their</i> indicated by Doubling Principle .. .. .           | 120  |
| Tick <i>the</i> .. .. .   | 37   |
| Triphone .. .. .  | 25   |
| <i>-ture</i> , indicated by Doubling Principle .. .. .              | 114, 123                                     |
| Vowels, First-place long .. .. .                                    | 16   |
| " Second " " .. .. .  | 7  |
| " Third " " .. .. .   | 21   |
| " between two strokes .. .. .                                       | 10, 16b, 21b, 22b                            |
| " Places of .. .. .   | 7  |
| " Signs for consecutive .. .. .                                     | 127  |
| " Short .. .. .   | 22   |
| " Distinguishing .. .. .  | 141  |
| Vowel <i>aw</i> joined initially .. .. .                            | 42   |
| " and diphthong, Consecutive .. .. .                                | 25   |
| " within <i>ss</i> circle .. .. .                                   | 43   |
| " cannot be shown between letters expressed by a loop .. .. .       | 47   |
| " indication .. .. .  | 20, 51, 65, 72, 77, 80, 101, 105, 115        |
| " Initial or final, necessitates use of stroke consonant .. .. .    | 35, 72, 77, 84, 85, 101, 115, 133            |
| " unaccented short, Omission of .. .. .                             | 52   |
| <i>W</i> , Abbreviated .. .. .                                      | 131, 132                                     |
| <i>W</i> diphthongs .. .. .   | 130 to 133                                   |
| <i>-ward</i> , Contraction for .. .. .                              | 100  |
| <i>-wart</i> , " " .. .. .  | 100  |
| <i>word</i> in phrasing .. .. .                                     | 103  |
| <i>-wort</i> , Contraction for .. .. .                              | 100  |
| <i>would</i> in phrasing .. .. .                                    | 103  |
| <i>Wh</i> , Compound Consonant .. .. .                              | 83e  |
| <i>Where</i> , Compounds of .. .. .                                 | 139  |
| <i>Whl</i> , Compound Consonant .. .. .                             | 83b  |
| <i>Wl</i> " " .. .. .   | 83b  |
| <i>Wl</i> , <i>whl</i> " " how read .. .. .                         | 84   |
| <i>Y</i> diphthongs .. .. .   | 130 to 133                                   |
| <i>-yard</i> , Contraction for .. .. .                              | 100  |
| <i>Z</i> and <i>s</i> circle .. .. .                                | 30 to 36                                     |

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